



Bring Your Learning Device

PROGRAM OVERVIEW AND GUIDELINES FOR USE



Cherokee County
School District

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District Mission Statement and Vision for Technology Use

We, the School Board of the Cherokee County School District (CCSD), are committed to educating the emerging generation through learning environments designed to increase the performance of all students.

The Cherokee County School District (CCSD) adheres to the belief that technology plays a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in our district schools and communities. To assure that technology shall play a dominant role, the Cherokee County Board of Education's Technology Policy provides guidance for appropriate technology integration into the curriculum, as well as infusion into school/district administration and management. The primary goal of K-12 technology is to improve student learning. All students will have opportunities to utilize educationally-significant technologies for participation in the global society and economy of the 21st century. Student, teacher, staff and administrative effectiveness will improve concurrently with the incorporation of technology into respective environments.

CCSD's vision is to ensure equitable access to current and modern technological resources throughout our School District and to increase access to technology for identified critical needs populations. Assistance will be provided in the daily classroom integration of technology to improved student achievement. By increasing the technology literacy and proficiency of the learning community, the School District envisions enhanced productivity and efficiency as well as improved student achievement throughout the organization.

PURPOSE

CCSD is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information; to achieve media and technology literacy; and to maintain a safe and ethical environment. It is the purpose of the District to allow schools to implement a "Bring Your Learning Device" (BYLD) program which will enable students to bring their Web-enabled, mobile wireless devices to school. These devices have been used mainly for entertainment and communication purposes, but BYLD will allow parents and students to leverage their investment in these technologies for targeted academic purposes. The use of personal mobile devices should move the focus away from receiving information to finding valid information and away from isolated learning to collaborative learning. Access to digital textbooks, online resources and learning content provides students the opportunity to develop and build skills to become an:

- Empowered Learner
- Digital Citizen
- Knowledge Constructor
- Innovative Designer
- Computational Thinker
- Creative Communicator
- Global Collaborator

BYLD is intended to support the mission to teach communication skills, knowledge and behaviors that students will need as responsible citizens in the global community.

PLAN

In January 2012, the Cherokee County Board of Education adopted a resolution requesting a waiver from the State Department of Education that would allow our students to bring their digital devices to school and use them in the classroom as an integral part of instruction. As part of this plan, CCSD began a pilot that allowed select schools to implement a BYLD program. Only students who were in pilot schools were allowed to bring their technology to their school campus. CCSD published “Terms of Service” for use of the BYLD network. After completion of the pilot, the District opened and expanded the initiative to all schools on a voluntary basis beginning August 2012.

Teacher participation in the initiative is voluntary and subject to approval by the schools’ administration. Under direct supervision by participating classroom teachers, students will be allowed to use their devices in the classroom to access Web-based content, communicate with other learners and use secured, cloud-based (i.e., Internet) productivity tools.

Access to the Internet will be provided through the District’s BYLD wireless network. The BYLD network will provide filtered, secured access to Web-based resources and is separate from the District’s primary network. Students who do not possess their own device will continue to have access to District-provided technology.

CCSD is providing wireless connectivity, the BYLD network, whereby students can connect using their personal devices. Use of the CCSD wireless network is entirely at the risk of the user, and CCSD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection.

CCSD’s BYLD network is an open public network available for students, parents, employees and visiting guests conducting education-related, business/activities with the District. Once on the BYLD network, all users will have filtered Internet access, just as they would on a District-owned device.



FREQUENTLY ASKED QUESTIONS

STUDENTS

What permissions are required for my child to bring and use their personal device at school?

Answer: Effective July 2018, approvals are submitted by parents during the online registration process.

I have my laptop with me in class. How do I get on the Internet now?

Answer: Most laptops or other personal devices, will detect a wireless connection when you are near one. Most of the time your technology device will ask you if you would like to join the network. When prompted, choose BYLD from the list. Once you choose this network, your connection to the network is your agreement to the terms of service.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

Answer: In the settings menu of your device, there is usually an icon for a network Go to this icon and choose BYLD from the list or prompt your computer to look for wireless networks in range.

I brought my iPad to school to use in the classroom, but my teacher said I could not use it in her classroom. Can I still use it?

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you must follow those directions.

I just cannot get my laptop to connect to the network. Can I get some help from someone?

Answer: It is not the responsibility of your teachers or other CCSD staff to troubleshoot individual devices.

I need to save my work to the CCSD network. What are my options?

Answer: When you log into Office365, your Microsoft OneDrive storage allows you to securely save your work – no matter which device you are using. CCSD provides all students with a Microsoft Office365 account. Some school assignments may be submitted through the Canvas Learning Management System.

I need to print the spreadsheet I just created, why is there no printer listed when I try this?

Answer: Printers are not available on the BYLD network.

My laptop was stolen when I brought it to school. Whom should I contact about this?

Answer: Bringing your own technology tools to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. CCSD is not responsible for the theft of a device nor is the District responsible for any

damage done to the device while at school. Any time a theft occurs, you should immediately notify a school administrator or CCSD Police Officer.

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

Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all CCSD-provided network access to be filtered, regardless of the device you use to access it while in a public school. The network you are using while at school is maintained by CCSD and will be filtered.

I have a data plan from a provider (AT&T, Sprint, Verizon, etc.) on my digital device that allows Internet access without using the BYLD access. Is this allowable?

Answer: All students are expected to use the BYLD network to access the Internet while at school. It is a violation of District Policy and CIPA for students to access the Internet through any cellular data provider or use a personal hotspot while on campus. Students are expected to follow the acceptable use procedures when accessing the Internet through any device.

Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Internet Acceptable Use Policy for CCSD remains in effect even when you are using your own laptop, smartphone, iPad, etc. Violating the terms of the AUP would be a student code of conduct violation and would be addressed on the campus with a campus administrator. You can review this policy here:

<http://cherokeek12.net/board-of-education/online-policy-manual/>

STAFF

My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology tools in the classroom?

Answer: We encourage teachers to leverage student owned technology tools in their classroom for learning, but it is not required. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

How do I handle a student who does not bring a personal learning device?

Answer: Whenever possible, the school will provide a District owned device for use during the class period as needed for instructional purposes and at the discretion of the teacher. Advanced planning is recommended.

Some of my students cannot access the network on their laptops or phones. I do not have time in a class period to help them with this. Should I enter a helpdesk request?

Answer: No. Students who cannot access the BYLD network or who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with their device outside of the classroom. These are not CCSD devices, and the District is not allocating resources to troubleshoot issues. You are welcomed to assist if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

I have students and staff on my campus who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon, etc.) on their smart phones or laptops, hence bypassing the filter. Is this allowable?

Answer: All student Internet access from personal devices must occur using the CCSD BYLD network. Cellular network adapters and hotspots are not permitted to be used by students to access the Internet at any time during school hours. Content filtering for students is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network accesses to be filtered, regardless of the device you use to access it while in a public school. The BYLD network you are using while at school is maintained by CCSD and will be filtered. Students are expected to follow the submitted acceptable use procedures when accessing the Internet through any device.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Answer: Yes. Campus staff can also access the BYLD network. Campus printers will not be accessible with your own devices.

One of my students was using his laptop to bully another student on campus. How do I handle this?

Answer: Any disciplinary infractions that occur from using technology tools should be referred to a campus administrator. This would be a student code of conduct issue and infraction.

Will students have access to all software packages via the BYLD network access?

Answer: Most cloud-based (i.e., Internet) applications will be available for use on student's personal devices; however, no CCSD-licensed, locally installed (i.e., to a local hard drive) software packages will be available. Web-based resources provided by the District will be accessible to the students, unless limited by the personal device (i.e., iPads and iTouch cannot run software requiring the Flash Player).

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

Answer: Any theft issues should be handled as you normally would do so on your campus. CCSD is not responsible for any damage or theft of student owned technology tools. It is encouraged to remind students to keep a record of the device's serial number just in case a theft occurs.

PARENTS

My children are bringing their iPads to school for instructional purposes. Will they have access to resources they can normally access with District equipment?

Answer: Your children will have access to any of the Web-based software school campuses currently use (databases, library search tools, Office365 apps suite of tools, etc.). Software may run differently on different devices for varying reasons. Teachers may be able to offer recommendations as to which applications they use in their classes run best on which devices.

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

Answer: No. Currently, we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate in the initiative. While on the BYLD network, student activity will be monitored through the District's content filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my student participate in the BYLD program. Will my student be penalized for not having his own personal learning device?

No, the school will provide, whenever possible, a District owned device for use within the class period, as needed, for instructional purposes at the discretion of the teacher.

I am the president of a booster club on my student's campus. We hold meetings at night. Will we have access to the BYLD network after school hours for our meetings?

Answer: Yes. The BYLD network will be accessible after school hours. CCSD provides access via the BYLD network for each CCSD facility.

If my student's laptop is stolen or damaged, what recourse can I take?

Answer: Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps. The District is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Parents may also consider insuring the device.

What are the campus/classroom rules for using student owned devices including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers or campus administration for his/her expectations.

Will my child have access to communication tools like e-mail or message boards while on the CCSD BYLD network?

Answer: Yes. CCSD provides all students with a Microsoft Office365 account. This account offers cloud-based storage space on OneDrive.

Where can I see the Internet Acceptable Use Policy for Technology?

Answer: Board policy is available online at the following link:

<http://cherokeek12.net/board-of-education/online-policy-manual/>

BYLD ACCEPTABLE USE Agreement

Language addressing student participation in BYLD follows and is included in the Student Handbook and in the CCSD Student Discipline Code (Appendix L).

CCSD - BRING YOUR LEARNING DEVICE - TERMS OF USE

As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction. To enhance learning, students in pilot schools may now bring their own technology to CCSD campuses as part of the BYLD initiative.

Definition of Technology

For purposes of BYLD; "Technology" means personally owned Internet-accessible, wireless, portable, electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional Web browser and be capable of accessing the CCSD Guest network. Recognizing the rapidly changing world of technology, approved devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology.

Internet

All Internet access shall occur using the CCSD BYLD network. Cellular network adapters and hotspots are not permitted to be used by students to access the Internet at any time.

Security and Damages

Responsibility to keep privately owned devices secure rests with the individual owner. Neither CCSD, nor its staff or employees is liable for any device stolen or damaged on campus. Personal devices that are reported as stolen, lost or damaged while in the care of the student will be treated as any other personal item (such as coats, purses, books, gym bags, shoes, etc.). The school will initiate protocols that promote safety and security (e.g., lock cabinets, lock doors to classrooms and desk drawers where items may be secured).

Student Agreement

The use of personal technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without express permission from the teacher. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYLD must adhere to all Board policies and the *CCSD Internet Acceptable Use Policy*.

CCSD is excited about the new learning opportunities available through BYLD. It is our intention that students and teachers will collaborate in rich, engaging learning experiences using technology. In order to be a responsible electronic citizen in the CCSD, students are expected to follow these guidelines.

- Students may use these devices in the classroom when the teacher determines it is appropriate for educational purposes. Students must learn when to use and not to use technology, including headphones. If they are not sure, students must ask for clarification.
- All devices must remain silent or be put away unless being used within a lesson during class time. Personal technology cannot be used during campus, district or state testing.
- Devices must have the ability to enhance the educational process and must be able to access the Internet.
- Students are responsible for making sure devices are fully charged prior to use in class.
- Technical support for personal devices will not be provided by teacher, staff or CCSD Technology Staff.
- Personal devices will not be allowed to connect to the CCSD network; they will only access the BYLD network.
- Students must comply with acceptable use terms for accessing the Internet while on school campus.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.

- Personal technology with photographic or video capabilities may only be used with explicit permission from the classroom teacher or principal.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the CCSD Internet Acceptable Use Policy.
- The device may only be used to access files or Internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teachers' requests to turn off the device.
- Students are responsible for ensuring that any computers or computing devices, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.
- Students may not use devices during non-instructional times, such as passing periods, lunch and before/after school without express permission from the school's administration.
- All devices should be clearly labeled with student's full name. Password protection is recommended. Parents and students should discuss insurance, data plans and fees, as these are not the responsibility of CCSD faculty.
- Students are responsible for the security of their personal property brought to school and should keep personal items with themselves or in a locked space. Lost and found devices must be immediately reported and/or turned over to a teacher or administrator.
- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

INAPPROPRIATE USE

Inappropriate use will generally fall into two categories; procedural and malicious. Procedural issues will be routinely handled within the classroom and common areas of the school without formal intervention. Examples of procedural issues would include having a device out at the wrong time or forgetting to set a phone to silent. More serious and malicious use will be reported to the office. Examples of these types of issues would include:

- Using the personal technology for illegal purposes including; but, not limited to: cyberbullying, gambling, pornography and computer hacking.
- Using photographic or video features in any restroom or locker room.
- Purposefully opening, viewing, using or deleting files on another person's personal technology without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto another person's personal technology device.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

SPECIAL NOTE: CYBERBULLYING

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing or intimidating another student. This includes; but, may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments or images on someone's blog or social networking site (e.g., Twitter, Google Hangouts, Facebook, etc.).
- Creating a social networking site or Web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.

- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Taking videos or photos of anyone while on campus or at a school function--often using a cell phone camera--and posting them online, sometimes manipulating them to embarrass the target.

CONSEQUENCES FOR INAPPROPRIATE USE

In the event the technology is used inappropriately, normal disciplinary consequences may occur. As described above, procedural and malicious situations will be handled differently. For those more serious situations, the following may occur:

- Suspension of privilege to access the BYLD network on campus.
- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Possible criminal action.

BYLD STUDENT/PARENT AGREEMENT

As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction. To enhance learning, students in the Cherokee County School District (CCSD) may now bring their own technology to CCSD campuses that are participating in the Bring Your Learning Device (BYLD) initiative.

Upon login to the BLYD network, students will be expected to acknowledge and agree to the following terms of use:

CCSD offers a wireless Internet access as a service to our students, employees and visitors via the BYLD Network. Wireless users must acknowledge the following:

- *The Internet is a public network and personal or school business information may not be secured. CCSD is not responsible for any such information that may be compromised.*
- *A user may provide his/her own wireless computing device and CCSD is not responsible for the set-up and support of such devices.*
- *The user agrees to use Internet resources in a responsible manner. This includes (but, is not limited to) the prohibition of sending junk/spam e-mail, intentionally distributing viruses/spyware, performing computer hacking/illegal activities and accessing pornography or other objectionable material.*
- *Users are prohibited from accessing (or attempting to access), probing, or scanning the information and computer equipment on the CCSD academic and administrative network.*
- *Users are prohibited from setting up any proxy service, Virtual Private Networks (VPN) or other such arrangement that enables more than one computer to access the wireless network.*
- *Users must abide by intellectual property and copyright laws for any information available on the Internet. Users will be solely responsible for any violation of local, state or federal law, regardless of any charges brought by law enforcement authorities. Any violation of the above policies for acceptable use may result in loss of privileges to access the CCSD wireless network. At its sole discretion, CCSD retains the right to disallow access to or use of CCSD wireless network.*

Students acknowledge and agree that:

- The school's network filters will be applied to the CCSD BYLD network access to the Internet and must not be circumvented.
- CCSD reserves the right and authority to retrieve and inspect student devices if there is reasonable suspicion of violation of the District's Internet Acceptable Use Policy (IFBG) and/or Technology Use Policy (IFBGA).
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school. There is no guarantee that electrical outlets will be available or convenient for recharging devices.
- The students remain subject to all other school behavior rules.
- Responsibility to keep privately owned devices secure rests with the individual owner. Neither CCSD, nor its staff or employees is liable for any device stolen or damaged on campus.

I understand and will abide by the above guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or use of personal and District device privileges as well as other disciplinary action.

Printed student name: _____

Student signature: _____

Date: _____

By execution hereof, I give CCSD personal permission to retrieve and inspect any mobile device utilized by my student at school if there is reasonable suspicion to believe that the device is being used to violate any CCSD policy.

Printed parent/guardian name: _____

Parent/guardian signature: _____

Date: _____