Lake Dallas ISD

Bring Your Own Device to School (BYOD) Program

Contents

BYOD Program

"Bring Your Own Device" to School Program Guide

PURPOSE

Lake Dallas Independent School District is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to:

- Facilitate and enrich classroom instruction
- Acquire, share, evaluate and create digital information
- Achieve media and technology literacy
- Maintain a safe and ethical online environment

As part of this commitment, Lake Dallas Independent School District provides wireless capabilities to allow personally-owned devices to be used in classroom or office settings to support instruction and learning.

The intent of this policy is to permit personal device use when and where insufficient district devices exist to support technology-based classroom instruction.

Policies in this document are intended to support the policies outlined in the Acceptable Use Policy, and the Lake Dallas ISD Mobile Device Guide contained in Student and Employee Handbooks.

This policy does not imply replacement of district-provided resources with the use personally-owned devices, or the option to do so. LDISD will make every attempt to provide a device to each student to be used to meet district curriculum and instructional needs. When and where this is not possible, the use of a personally-owned device can be considered in order to meet curriculum and instructional needs.

This policy does not mandate the use of personally-owned devices in the district, in any setting or capacity.

ACCESS

Access to the Internet with personally-owned devices is provided via a district wireless local area network, broadcast as 'LDBYOD'. To be granted access, staff and students must fulfill the following requirements:

- A need to utilize a personal device to meet curriculum and instruction requirements must be established.
- Staff and students must confirm they accept the Terms and Conditions of the Lake Dallas Independent School District Technology Acceptable Use Policy (AUP). Confirmation is typically obtained via electronic acceptance of the Terms and Conditions contained in the Faculty and Secondary Student Handbooks. Users will be expected to uphold the contents of the AUP as well as the Code of Conduct on their personally-owned devices while on District property.
- The device make, model, and MAC address must be provided to the LDISD Technology Department

Additionally, in compliance with the Children's Internet Protection Act (CIPA), Lake Dallas Independent School District will filter all content for users connected to the LDBYOD network.

Access to the LDBYOD network is obtained through the use of the staff/student's network login credentials. Only staff members and students who possess a district network account will be able to access the LDBYOD wireless network.

THEFT, LOSS OR DAMAGE

Lake Dallas Independent School District, or any employee of the District, is not liable for any theft, damage, or loss of any personally-owned device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

SUPPORT

The district will not provide support for the use of personal devices. The Technology department will assist only as far as providing a network connection to the LDBYOD network, when and where necessary. Aside from this, all other aspects of the operation and maintenance of a personal device is the sole responsibility of the owner.

COMMUNICATION/DATA PLAN FEES

Lake Dallas Independent School District is not responsible for any fees associated with using any personally-owned devices. Any and all fees and charges incurred due the use of a personally-owned device is the sole responsibility of the owner. This includes,

but is not limited to, cellular service, data plans, membership fees, usage fees associated with any applications, and fees related to data storage.

PERMITTED DEVICES

The following categories of personal devices are permitted for use on the LDBYOD network:

- Windows devices
- Mac OS/iOS devices
- Chromebooks
- Android devices
- Nook and Kindle eReaders

PROHIBITED DEVICES

The following categories of personal devices are prohibited from use on *any* LDISD network:

- Jailbroken devices
- Rooted devices
- Game consoles
- Personal hotspots
- Any device designed for or intended to capture data from the network, or monitor or administer district systems
- Any device intended for purposes other than the delivery / receipt of LDISD instruction

SECURITY

Owners of personal devices are expected to keep their devices up-to-date with the latest software patches and standards relevant to their device, and utilize appropriate security settings and software configurations to properly secure their devices.

It is the responsibility of the owner of the device to ensure that the device is safe and secure.

If a personal device is determined to be a source of malicious, suspicious or illegal network traffic, LDISD personnel can confiscate and/or ban a personal device from use on the school network.

COMMON GUIDELINES AND EXPECTATIONS

The intent of personal device use is to facilitate classroom instruction.

There is no expectation of privacy. All activity over any district network, including LDBYOD, using personal devices may be monitored and retained.

Personally-owned devices are only to be connected to the LDBYOD wifi network. For network security reasons, personally-owned devices are strictly prohibited from utilizing wired connections anywhere in the district.

Personal devices are prohibited from accessing district print queues and file server storage, and will not be supported or adapted for this purpose.

Recording audio, video or photographic images without the subject's permission is not allowed in any area of the school. Such actions can be a violation of state and federal law. Distributing such recordings or images can result in legal action.

The use of any personal communication device is banned during the administration of any state testing or assessments (either paper-based or online).

Under certain circumstances, it may be necessary to update or change network configurations, which may have an adverse effect on the use of personal devices. The LDISD Technology department reserves the right to make such changes without notice.

Any use of personally-owned devices by anyone will not obligate the campus or the district to provide compatible hardware, software, or service resources for their continued use.

Lake Dallas ISD reserves the right to modify the terms of this policy at any time, and without notice.

GUIDELINES AND EXPECTATIONS - STUDENTS

A need to utilize a personal device to meet curriculum and instruction requirements must be established beforehand. This will be determined by campus/district administration.

With classroom teacher approval, students may use their own devices in the classroom to access, search and save information from the Internet, use productivity tools to create assignments/projects, or take classroom assessments.

Each classroom teacher will choose whether or not mobile devices will be used within their classroom each day.

Depending on the specific instruction planned for that period mobile devices may or may not be used.

Upon entering the classroom, all mobile devices being used in the classroom must be MUTED and on SILENT mode. Vibrate mode is not acceptable as it could cause interruptions within the classroom.

Students will place all hand held devices being used face down on top of the table or desk in clear view. Students choosing not to use their device must have it put away and MUTED and in SILENT mode. Devices not on table tops will not be used for any purpose during that class period.

In general, students (or their parents) are not expected to provide their own device for classroom instruction.

GUIDELINES AND EXPECTATIONS – STAFF/TEACHERS

A need to utilize a personal device to meet curriculum and instruction requirements must be established beforehand. This will be determined by campus/district administration.

With supervisor approval, staff may utilize personal devices to enhance classroom instruction, interact with other staff members in the support of students and/or classroom instruction, or conduct performance assessments.

Each teacher will be responsible for communicating expectations of mobile device usage regarding their classroom.

Teachers must plan for their student's use of personally-owned devices for classroom instruction. Teachers are expected to determine beforehand whether or not effective instruction can be accomplished with their respective students, and the devices they own. Some students may not possess personal devices. Teachers are expected to arrange for the use of a district device where necessary.

In general, students (or their parents) are not expected to provide their own device for classroom instruction.   In some cases, students may have academic accommodations that require the use of a personally-owned device and/or accessories. These devices will be permitted and supported as outlined in the student's accommodations.

FAQ's

FREQUENTLY ASKED QUESTIONS FOR STUDENTS

Q: Do I need to have anti-virus software on my laptop?
A: It is considered good security practice to use an up-to-date antivirus or antimalware client, and highly recommended. However, LDISD will not provide a antivirus or antimalware solution for personal devices. If a personal device is determined to be a source of malicious or suspect network traffic, LDISD personnel can confiscate and/or ban a personal device from use on the school network.

Q: Do I have to register my laptop, smartphone or other technology with school administrators or teachers?
A: No, you are responsible for your own technology. In addition, it is completely up to the Administration or classroom teacher(s) as to whether you can use your personal device. Classroom technology usage can change on a daily basis.

Q: How will I know if I can use my technology in each of my classrooms?
A: Once initial requirements for personal device use have been met, classroom teachers will communicate if and how the personal devices will be used in their classroom.

Q: How do I connect/login to the Internet?
A: You will utilize your network ID and password to access the Internet, via the LDBYOD wifi network.

Q: If I cannot get connected to the LDBYOD network, who do I call?
A: If it's just a procedural question, there may be someone in your class who can help.

Consult your device's owner's manual or "Help" menu for exact directions on how to access a wireless network.

Teachers can submit a support request on the student's behalf through the School Dude work order system. Technology will assist in terms of verifying the LDBYOD wifi network is available and operating normally, or resetting network accounts credentials. Aside from these areas, LDISD staff can make a best effort, but are ultimately not responsible for resolving technical issues on personal devices.

Q: Can I access social media from my device?

A: In general, no. Connectivity via the wireless LDBYOD network is just like connecting to the District network when it comes to sites you can access. Filter policies will prohibit access to many social media sites.

Remember that even though you are using your personal technology, you must comply with the District's student technology Acceptable Use Policy (AUP). [1]

Q: Can I use my device in all of my classes?
A: That is up to the teacher of each of your classrooms. **Each teacher is responsible for the classroom environment and will communicate the classroom expectations to their students**.

Q: How do I save my work?
A: You can save your work files to your school Gmail/Google Docs account.
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Q: How do I print from my own device?
A: At this time, there is no printing allowed from personally-owned devices. If you need to print, it is recommended that you email the document to yourself or save it on a flash drive, login on a District-owned device to retrieve and print.

You can store printable documents in your district Google Drive, and then print them from a district device.

Q: What do I do if my device is stolen or damaged?
A: Theft or vandalism of any kind should be reported immediately to a school administrator.

The District is not responsible for any damage or theft of personally-owned devices.

Q: Will I be able to charge my battery at school?
A: At this time, there are limited facilities dedicated to charging personal devices. Students should make it a point to charge their technology prior to coming to school each day.

Q: Am I still held accountable for the LDISD Technology AUP that I signed at the beginning of the school year even though this is my own personal device?
A: Yes, your signed AUP remains in effect even when you are using your own laptop, smartphone, iPad, iPod Touch, etc.

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[1] Secondary Student Handbook – page 43, 46-47

FREQUENTLY ASKED QUESTIONS FOR PARENTS

Q: As a parent, am I allowed to use the guest network?
A: Yes, as long as you accept the Terms and Conditions of the wireless service.

If you are at a LDISD campus, you may use the 'LDGUEST' wifi network.

The LDBYOD will not be accessible to you as a parent, because you will not have a district network account, which is a requirement to access the LDBYOD network.

Q: If my student uses their own device at school, will they be able to access Internet content they normally cannot when using District technology?
A: Anyone connecting to the District wireless network will be filtered in the same way as using District-owned technology.

Q: Since the District is using BYOD, does that mean that I have to buy my child a laptop or smartphone or another technology device?
A: No. LDISD is simply allowing the use of personally-owned devices when a district-owned device cannot be provided. In these cases, affected students have the option to bring a personal device to school for classroom instructional use, provided they have permission of the classroom teacher(s).

The intent of this policy is to permit personal device use when and where insufficient district devices exist to support technology-based classroom instruction.

Q: What if I do not want my child to use the internet?
A: You should submit this in writing to your child's campus. Additionally, if your child does not choose to login or accept the Terms of Service, then they will not be allowed on the internet.

Q: What if my child's laptop or other technology device is stolen?
A: Theft or vandalism of any kind should be reported immediately to a school administrator.

The District is not responsible for any damage or theft of personally-owned devices. Keeping track of the device's serial number, model and type at home is suggested.

Q: Does the District have an Acceptable Use Policy for technology?
A: Yes, all students are required to read and sign a Student Technology Acceptable Use Policy (AUP), which is part of their Student Handbook, in order to use District technology and technology related services. The Secondary Student Acceptable Use Policy can be accessed within the Student Handbook, here: http://www.ldisd.net/Page/1853

FREQUENTLY ASKED QUESTIONS FOR STAFF/TEACHERS

Q: Do I need to have anti-virus software on my laptop?
A: It is considered good security practice to use an up-to-date antivirus or antimalware client, and highly recommended. However, LDISD will not provide a antivirus or antimalware solution for personal devices. If a personal device is determined to be a source of malicious or suspect network traffic, LDISD personnel can confiscate and/or ban a personal device from use on the school network.

Q: Am I required to let students use their phones and laptops in my classroom?
A: No. It is completely up to the individual classroom teacher as to whether students may use their personal devices.

Q: What if not all of my students have devices to use in the classroom?
A: Students who do not have their own technology/devices should use District-provided devices that can be signed out for students or classes. **Teachers will need to plan for this possibility before implementing instruction utilizing personally-owned devices.**

Q: If my students have trouble connecting to the LDISD network or using their own technology, is it up to me to help?
A: No. You are welcome to help if you choose, but it is not your responsibility to ensure that student-owned technology is functioning properly.

The Technology department will ensure that the LDBYOD network is available and operating correctly, and reset account credentials as required.

Students that experience trouble with their own technology should try to work it out using their user's manuals or "Help" menus or on their own.

Clearly, teachers will not want to lose class time dealing with connectivity issues with personal devices. It is suggested that a connectivity test be done with a few test students before attempting a full class activity with personal devices.

Q: If students use their own technology, will they be able to get to sites that aren't allowed in school?
A: Anyone connecting to the LDBYOD network (students, parents or staff) will be filtered just as they would be using District-owned devices.

Q: What if my laptop or other technology device is stolen or vandalized?
A: Theft or vandalism of any kind should be reported immediately to a school administrator.

The District is not responsible for any damage or theft of personally-owned devices.