BROWARD
County Public Schools | Established 1915

Educating Today's Students to
Succeed in Tomorrow's World

BRING YOUR OWN DEVICE (BYOD)
STUDENT & PARENT GUIDELINES

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BYOD Program Overview

What is BYOD?

BYOD (<u>Bring Your Own Device)</u> is the policy of allowing students to use personally owned technology devices at school.

BYOD Rationale

The Bring Your Own Device (BYOD) initiative provides access to Information Communication Technology (ICT) resources that support students, teachers, and administrators in preparation and development of identified 21st- century skills and the Common Core State Standards. Broward County Public Schools utilizes the [Framework for 21st Century Learning](#) developed by The Partnership for 21st Century Skills. The Student Outcomes identified include:
- Knowledge of Core Subjects and 21st Century Themes
- Life and Career Skills
- Learning and Innovation Skills
- Information, Media, and Technology Skills.

   Definition and Purpose of Information Communication Technology (ICT)

   For the purposes of these guidelines, information communication technologies include the Internet, the World Wide Web (WWW), on-line services, digital content, e-mail, other internet-related services, computer networks and devices, and other applicable services or technologies either currently in use or to be implemented in the future. These guidelines apply to all information communication technologies, whether or not owned by the school district, in use on school grounds or at school activities.

Overview of BYOD Program

The BYOD program allows students in participating schools and classrooms to use their personally owned Wi-Fi- enabled devices (laptops, smart phones, tablets) to connect to the District's BYOD network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

BYOD will transform the student learning experience through the use of ICT by engaging students in formal information learning opportunities to develop skills necessary for success in the 21st century.

Objective of BYOD at it relates to the Classroom

"To be ready for college, workforce training and life in a technological society, students need the ability to gather, comprehend, evaluate, synthesize and report on information and ideas, to conduct original research in order to answer questions or solve problems, and to analyze and create a high volume and extensive range of print and non-print texts, in media forms old and new. The need to produce and consume media is embedded into every aspect of today's curriculum." (Common Core State Standards Introduction, page 4)

Open communication, advancing technology, and active collaboration are instrumental in helping facilitate student success in preparation for career and college readiness. BYOD has the potential to advance this effort further by promoting the use of multiple avenues and tools for instruction that encourages and engages students to embrace learning in a 24/7 environment while developing their 21st century technology skills.

As part of a comprehensive educational plan that addresses and ensures equal access to technology and resources to all students, BYOD has the potential to:

➢ Bridge the gap between institutional learning and societal learning to improve student preparation for real world careers and citizenship;

➢ Maximize opportunities for students to integrate personally owned devices into their learning to become both critical *consumers and producers* of educational content, including:
- reading, watching, listening to, and interacting with educational materials
- creating content, documents and multi-media presentations
- collaborating with teachers, peers and experts in the field

➢ Provide access to reliable and safe infrastructures, networks and educational opportunities for classroom instruction that fosters safe and effective use of technologies anytime and anyplace;

➢ Offer students the access and the opportunity to construct their own learning environments that allow them to achieve academically while acquiring the necessary skills to be successful and life-long learners in the 21st century, inspiring Critical Thinking, Communication, Collaboration, and Creativity;

➢ Allow students increased access to digital tools and content to connect with educators, peers, experts, information and resources beyond the school walls and traditional school day;

➢ Provide students real-time feedback, encourage the exchange of information and ideas through the use of assessment and documentation of educational activities making students accountable for their learning;

➢ Allow students to receive and submit assignments digitally from any location encouraging continued learning outside traditional classroom walls;

➢ Enable students to learn how to utilize mobile devices and social networking as tools for life-long learning in an appropriate and effective manner.

Supporting Sources:

Common Core State Standards-Key Design Considerations
http://www.corestandards.org/ELA-Literacy/introduction/key-design-consideration

National Educational Technology Plan 2010
http://www.ed.gov/sites/default/files/netp2010.pdf

The Partnership for 21st Century Skills
http://www.p21.org

Florida Educational Technology Plan
http://floridatechplan.org/

Pennsylvania School Boards Association – Student Delegation Program
http://www.psba.org/workshops/student-delegate-program/hot-topics-2012/hot_topic-bring_your_own_technology.pdf

Broward Guidelines and Policies for ICT Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.
The following Policies and Guidelines are in place for *Information Communication Technology* (ICT) use in Broward County Public Schools.

- BCPS Policies https://www.browardschools.com/Page/37754
  - Policy 5306 "School and District Technology Usage"
  - Policy 6318 "Copyrighted Materials - Reproduction & Usage"
  - Policy 4212 "Intellectual Property"
- District Information Security Guidelines:
  https://browardcountyschools.sharepoint.com/sites/technology/Pages/Security %26 Safety Support.aspx
- BCPS "Email Guidelines": https://browardcountyschools.sharepoint.com/sites/technology/Pages/Security %26 Safety Support.aspx
- BCPS "Student Code of Conduct": https://www.browardschools.com/codeofconduct
- Digital Citizenship & Internet Safety: https://www.browardschools.com/Page/39634

Technical Overview

Technical Specifications

Recommended Specifications for Student Devices

- Wireless networking capability using 802.11 b/g/n/ac to access the District filtered network
- Color Screen
- On screen or external keyboard or other means for entering text
- Audio-out port and earbuds or headphones
- Device must be fully changed at the start of each school day and must have a minimum 4 hours of use from one battery charge.
- Students are responsible to bring their own accessories i.e. charger & headphones
- Capability to run a full functioning, recent web browser (Edge, Internet Explorer, Google Chrome, Safari)
- Virus protection program installed and up-to-date with latest virus definitions (for computers running a Windows or Macintosh computer operating system) – provided by the student.
- Device must be able to run an e-Book reader application
- Device must be able to play video files

Using your device

Policies and procedures established for use of cell phone and other electronic devices apply to the use of BYOD devices. Students are only permitted to use the mobile device for programs, websites, and tools specified by the classroom teacher. The classroom teacher will define the use of the personal devices. Please refer to the section of this document called *Broward Guidelines and Policies on ICT Use*.

Network Connection

Students will be allowed to connect to the District's Wi-Fi to access the Public Internet "Only". BYOD devices will not be connected to wired Ethernet ports or have access to other technology resources on the district network. They may not be allowed to use their 3G / 4G personal cellular wireless network while at school due to CIPA & Security filtering requirements.

When students use the wireless connection at their school, they will not be using their data plans or text messaging. The tools that will be used in the classroom should not be of any cost to the student if they connect to the BCPS BYOD wireless network. Access to the District's network is available but not guaranteed at all times in classrooms or public-school areas. All communications made through the District's network are subject to filtering and monitoring. School staff will monitor student use of personal devices in the classroom.

Printing

Currently there is no printing option from your personally owned device. You will not have access to a printer on the school campus from your device. If printing is necessary, you will need to decide to save the document to a jump drive so you can print at an approved site on campus or print at home. In any case, think before you ink, you just might save a tree!

Charging your device: Power management

It is the responsibility of the student to bring their device to school charged since they will be using them on battery power while at school. Many teachers will be willing to allow students to charge their devices in their classrooms when they are not using them. Also, some schools may have identified charging stations setup for students to charge their device. BCPS will not be obligated to provide a power outlet for a personally owned device. Remember never to leave your device unattended! Device should be placed in an energy saving mode when not in use

Backing-Up Files

Depending on the assignment, you may find that you need to save a file to a disk or USB drive. You may be working with web-based applications. These web-based applications will save your files to the Internet and/or give you a URL link that you can submit to your teacher for a grade. It is the responsibility of the student to make sure any work saved locally on their own device is backed up regularly.

Technical Help/Support

Students 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 the device outside of the classroom. These are not BCPS devices and the District does not have the resources to troubleshoot issues on personal devices. School technology staff can assist if you need help getting on the BCPS BYOD wireless network as well as some teachers may be knowledgeable and willing to help if time allows.

- ▪ Device hardware must be maintained by the owner of the device.
- ▪ Device software must be maintained by the owner of the device.
- ▪ District owned software is not to be installed on a personally owned device.

Damage/Loss/Theft of Personal Devices

The school and the school board assume no responsibility for theft, loss, damage, or vandalism to personal technology devices brought to school. Students are responsible for bringing their personal device back and forth to school every day.

- ▪ Owners of personal devices incur certain risks in choosing to bring their equipment onsite and will be responsible for any and all damage that may result in this choice. BCPS will not be held responsible for any physical damage, loss, or theft that could occur within district facilities.

- ▪ BCPS will not be held responsible for any damage that may occur as a result of connecting to the BCPS network or any power outlet within district facilities.

- ▪ BCPS will not be held liable for any software or operating system corruption which includes, but is not limited, to the result of a spyware, adware, worms, viruses, Trojan horses, or malicious activity by another on the network.

NOTE: Users should make a backup of their data prior to connecting to the BCPS network.

Tips to avoid damage and loss:
- ▪ When not in use, keep the device in a padded bag
- ▪ Cases and covers for devices are encouraged to personalize devices and protect devices from damage.
- ▪ Do not leave the device unattended.

Tips to avoid theft:
- ▪ Do not share devices.
- ▪ Write your name on your device's case/cover before bringing the device to school.
- ▪ Devices should be configured with a passcode
- ▪ Confidential/Sensitive data should not be stored on a personal device

Photography, Video Recording, & Social Networks (Refer to Code of Conduct & Legal)

Students are not allowed to post photos or videos taken on devices to the Internet, especially social networking sites. Will result in Disciplinary action.

BCPS Network – Web 2.0 & Internet Safety Plan

- Access to the Internet provided on the BCPS network will be filtered in accordance with the Child Internet Protection Act (CIPA).
- BCPS reserves the right to inspect, at any time, any personally owned device. Illegal, malicious, inappropriate activities including, but not limited to hacking, cyber-bullying, offensive/obscene materials are strictly prohibited. Inappropriate materials found on a personally owned device are considered a punishable offense. Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network and/or referral to proper authorities for legal action.
- Personal owned devices are to be used for academic purposes only. Participation in online gaming, downloading of files larger than 100MB, viewing or listening to streaming media without educational value are all activities that are not allowed, even on personally owned devices, while connected to the BCPS network.
- Device must have all critical system security patches applied and latest virus definitions in place prior to connecting to the BCPS network. Device must be scanned daily, prior to connecting to the BCPS network and be free from spyware, adware, worms, viruses, and Trojan horses. All Peer-to-Peer (P2P) software must be uninstalled.
- BYOD devices will not be joined to the browardschools domain
- A user may not connect more than two BYOD devices to the network at any given time. This allows a common scenario of a user with both a laptop and a smartphone to be connected but prevents abusing the privilege.
- BCPS wireless access for BYOD devices is a privilege not an obligation and may be discontinued at any time at the discretion of Broward County Public Schools. Abuse or misuse of the BCPS network will result in the loss of privilege to connect.

Glossary

Code of Student Conduct – The Code of Student Conduct provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations of the policy.

https://www.browardschools.com/codeofconduct

School and District Technology Usage Policy 5306 – This policy defines the appropriate use of technology. This policy describes how computers and networks must be used to support research and instructional activities in the classrooms, labs, and media centers. It also includes the use of digital resources that are provided by SBBC. https://www.browardschools.com/Page/37754

Blog (short for "weblog") – a blog is an online website where individuals can post information in reverse chronological order, like a journal.

Browser – a software application installed on a device used to view websites. Internet Explorer, Safari, and Mozilla Firefox are three examples.

BYOD – Acronym which stands for "Bring Your Own Device." The BYOD Program allows students whose teachers are participating in the BYOD program to bring their own personal technology (from the approved list) and use their personal devices as a learning tool in the classroom.

CIPA – Children's Internet Protection Act-requires that K-12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for the receipt of certain federal funding

Information Communication Technology (ICT) – ICT covers any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form.

USB drive – a storage device used in the USB ports of computers and laptops to save and transport files.

Wi-Fi or Wireless Connection – a device can connect to a wireless network to gain Internet access that does not require using a paid cellular data plan.

Wiki – a wiki website is a website that is easy to create, edit, and link new pages. Anyone can edit or modify a wiki, making them excellent for collaboration among students creating a webpage. The wikis used in the classroom can be managed and monitored by the teacher and shared through a URL link.

Web 2.0 tools – this term refers to the many resources that are now available online that individuals can use to easily create and publish online; examples of Web 2.0 tools are wiki websites, blogs, word cloud creators, online collaborative environments, audio recording websites, etc.