

Westlake High School 19-20

Bring Your Own Device (BYOD)

A. Introduction

Westlake High School is committed to providing students and staff a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, this school is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate.

To expand the integration of Technology use in the classroom, Westlake High School will begin a pilot that promotes the use of student owned mobile devices in school otherwise called a BYOD program.

Participation by students in the BYOD program is NOT required. Personally, owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program; parents are not required to purchase a device. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate school-owned device based on availability or provided with an alternative way of completing the activity.

This BYOD policy will allow students, parents, staff and guests to use their own technology during the day when authorized by the teacher to enhance the learning experience. Examples of the types of technology which can be used are Windows laptops/tablets, Mac laptops, and iPads. The school has published mobile device recommendations for parents to reference on our website, under BYOD.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Westlake High School also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in the Acceptable Use Policy (AUP).

All rules and policies applicable to the use of district owned technology and the AUP, apply to student owned devices (BYOD) as well.

Please reference the School website to view more about the BYOD program efforts and practices to include:

1. BYOD Introduction, Student Supervision and Security, Terms/ Conditions and Guidelines
2. FAQ's
3. Recommended specifications for student devices

BYOD website link: <https://www.cpsb.org/westlake>

B. Student Supervision and Security

Calcasieu Parish School Board does provide content filtering controls for student access to the Internet using CPSB network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest administrator. Students will be held accountable for any deliberate attempt to circumvent CPSB technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

C. Terms and Conditions

Access to the CPSB network by student owned devices will be in the form of a wireless connection. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the CPSB Wi-Fi network with personal devices is a privilege, not a right.

Permission to bring and use privately owned devices is contingent upon adherence to CPSB guidelines (including the AUP). If a privately-owned device is used by a student to disrupt the educational environment, in the sole opinion of CPSB, that student's privileges may be limited or revoked.

Westlake High School reserves the right to take immediate action regarding activities:

- 1) that create security and/or safety issues for the CPSB network, Users, schools, network or computer resources;
- 2) that expend CPSB resources on content it determines lacks legitimate educational content / purpose; or
- 3) other activities as determined by CPSB as inappropriate.

These Terms and Conditions apply to all devices on the network including student -owned (BYOD).

Here are examples of inappropriate activity on the Westlake High School network:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
4. Causing harm to others or damage to their property.
5. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
6. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
7. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs.
8. Using any Westlake High School computer/mobile devices to pursue "hacking," internal or external to CPSB, or attempting to access information protected by privacy laws.
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
10. Using web sites, email, networks, or other technology for political uses or personal gain.
11. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
13. Users must adhere to all copyright laws.
14. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

D. BYOD Guidelines

1. Students may use a privately owned electronic "Internet ready" device on the CPSB wireless network with teacher or administrator permission.

2. The use of a privately-owned electronic device 'is to support and enhance instructional activities.
3. Students are not to share passwords and keep personal information private.
5. No privately-owned electronic device may be connected to the CPSB network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
6. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes but is not limited to using a privately-owned electronic device as a cabled or wireless hotspot.
7. Voice, video and image capture applications may only be used with teacher or administrator permission.
8. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
9. The privately-owned electronic device owner is the only person allowed to use the device.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students' and parents' own risk. In the event that a privately-owned device is lost, stolen or damaged, Westlake High School is not responsible for any financial or data loss.
12. Violation of school policies, school board policies or regulations, local, state and/or federal laws while using a personal electronic device on the CPSB wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board policy and regulation as well as by local, state and/or federal law.
13. The School or CPSB cannot attempt to repair, correct, troubleshoot or be responsible for malfunctioning personal hardware or software.
14. Westlake High School reserves the right to take a privately-owned electronic device that is being used or suspected of being used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state, or federal law or regulation. Westlake High School may search privately owned electronic devices when reasonable, articulable suspicion exists that the device was used in violation of these Guidelines, the Code of Student Conduct, School Board policy or regulation, or local, state or federal law or regulation. Such searches are limited to the scope of suspected violation.
Westlake High School

may contact appropriate law enforcement agencies and provide information concerning the use of the device for suspected violations of law or regulations.

E. BYOD Website FAQ's

1. What is the goal of the BYOD Program?

Westlake High School is committed to providing students and staff a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking.

Furthermore, this school is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate. The use of BYOD will increase the number of students engaging in digital learning.

2. What are the benefits of a BYOD Program?

- Fosters student ownership of their own learning
- Provides students with real time access to information using personal devices
- Consistent device access helps bridge the transition between home and school learning
- Increases student access to online instructional materials
- Allows for personalized learning
- Supplements school resources and equipment

3. What does BYOD stand for?

BYOD means, "Bring Your Own Device."

4. Why am I filtered on my own device?

Student and adult filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all 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 belongs to CPSB and will be filtered.

5. I brought a device to school and my teacher will not allow me to use it. What should I do?

The teacher has the final say on classroom procedures. If your teacher asks you not to use your device, you should follow his or her instructions. Although access is available, it is not guaranteed for *every* classroom situation.

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

Students are expected to follow the Acceptable Use Procedures (AUP) when accessing the Internet from any device on campus or at a school sponsored event.

View the AUP: _____

7. How do I access the Internet on the student wireless network?

Students will connect to the Student wireless network using their CPSB login credentials: (first initial/last initial+ ID).

8. My personal device does not give me a prompt to choose a wireless network. What should I do?

Check the settings menu of your device to see if there is a network access icon. Select this icon and choose the student network from the list. Contact your teacher for help.

9. I need to save my work to the CPSB network. Can I?

Yes, you can save your files to OneDrive, OneNote or other approved collaboration sites located on your student portal or to your personal device.

10. How will students be able to print?

Generally, students will not have the capability to print from their devices in school.

11. Will access to a personal computing device make my child a better student?

Portable computing programs are very effective at engaging students in the learning process and have a large number of success stories to report. Access to a personal device gives students access to "anywhere, anytime" learning and collaborative platforms.

12. Does my child really need to bring a device to school? Isn't a home computer adequate?

A desktop computer or laptop at home can certainly be an asset for any student however, students benefit from using technology that enables anytime, anywhere learning. It's not just about having access to a computer; it's about having a computer available whenever needed to assist learning. Portable computing program parents frequently report that, even in situations where there is a desktop computer or laptop at home, students use their mobile device more and in different ways than they used the desktop computer.

13.1 am concerned that my child will abuse the Internet and/or be targeted by a predator.

While connected to the Westlake High School wireless network your student will use the CPSB Internet filtering suite. Although it is not 100% foolproof, it does an excellent job of keeping the Internet safe for the majority of students.

Parents can reference the following website as a guide for safe Internet use:

Common Sense Media - [http:// www.commonsensemedia .org](http://www.commonsensemedia.org) - is a free online resource with educational parent videos that can help open a dialog between parent and student regarding Internet safety, privacy and ethical use.

14. Are there suggested accessories?

A protective sleeve, case or cover is suggested. This will provide more protection for the day to day use of these mobile devices. A headset (head phones or ear buds) will be useful when accessing a website with audio and/or video.

15. Who pays for the technology brought to school?

These devices will be purchased by, and remain the property of, the student and his/her family.

16. Who is responsible for any repairs or updating to personal computing devices?

Students and/or their families are responsible for their personal computing devices at all times. Westlake High School will not repair or update any personally owned computing devices.

17. Who is responsible for damage, loss, or theft of devices your child brings to school?

Families must stress the responsibilities their children have when bringing their own computing devices to school. Any student owned devices brought to school are their sole responsibility. Westlake High School takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility for damaged, lost or stolen personal mobile devices.

18. Will the family need to have Internet access at home?

It is certainly helpful to have some form of Internet access (wired or wireless) at home in order for your child to make full use of school and internet resources but it is not required in order for a child to use a personal computing device at school.

19. Are students expected or required to bring in a personal device?

No. Personally owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program; parents are not required to purchase a device. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned device based on availability or provided with an alternative way of completing the assignment.

20. Will my child need to have a signed Acceptable Use Policy on file?

Yes. Both the Student Acceptable Use Policy and the Bring Your Own Device -

Student Technology Acceptable Use Addendum forms must be signed by all students who want to have access to educational resources. Parents /guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of Westlake High School.

21. Will my child be expected to use his or her computing device both at school and at home?

Yes, as with traditional assignments, some assignments may need to be completed at home.

22. Will pencil and paper be abandoned as a result of the BYOD program?

No, writing will still be a part of the learning process and used to prepare students for college and career.

23. Can my son/daughter use another student's personal device?

Personally, owned devices should only be used by the owner of the device.

24. Will there be "charging stations" so my child's electronic device can be recharged?

Students are responsible for charging their respective personal device prior to arriving at school for the day. "Charging stations" will not be provided.

25. When and how (and where) will my child be using their device during the school day?

Students may use their personal devices to complete in-class activities, check grades, collaborate with other students and teachers, complete homework, conduct research, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities with Teacher approval.

26. When can a students' BYOD privilege be revoked?

If a student is not following the BYOD guidelines and/or the AUP for the use of a personally owned device, an administrator can revoke the privilege at any time through the regular discipline process.

27. Will students be able to use their devices before or after school? During lunch? In the library media center?

The administration at each school will determine which locations other than the classroom setting, if any, that personally owned devices can be used during the instructional day.

However, if the use of the device causes disruption in the specific setting, the student can be directed to put it away.

28. Can a personal device be used for productivity purposes but not access the Internet?

Yes, at appropriate times and in accordance with teacher instruction. A device must not be a distraction or disruption for the student or others.

29. Is additional software (virus protection, filter, tracking device, etc.) required to be installed on the device which will be used at school?

Virus protection is highly recommended on devices that can support such a program. Additionally, it is highly recommended that devices have "device locator services" activated.

30. How will students be prevented from texting their friends or surfing the Web?

There is no guarantee that a student will not text friends or perform other unauthorized activities during school. Students will be instructed on appropriate times and ways the devices can be used. Students will also be instructed to put DEVICES AWAY when they are not completing a specific instructional task.

31. Can a student use a personal device at any time during the school day?

No. The teacher in the classroom has the final say on procedures in the classroom. If he or she asks a student not to use his or her technology tool, then the device should be put away. Access is only available, not guaranteed or expected for every classroom situation.

32. Is technical support available if the device won't connect to the network, stops working, or breaks?

No. Each student is responsible for his/her own device: set -up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any district staff diagnose, repair, or work on a student's personal device. It is not the responsibility of the teachers or other school/district staff to troubleshoot individual devices.

33. Will students be able to use ear buds or other types of headsets?

Students may use these during class, ONLY with the permission of the teacher or administrator. Any other uses outside of the classroom environment are at the discretion of the building administrators. Students may not use ear buds or other types of headsets while in the hallways.

34. Will students be able to record teachers or classmates (audio or video)?

Unauthorized audio or video recording is prohibited. Voice, video, and image capture applications may only be used with prior teacher permission and for a specific instructional purpose.

35. May I use software, applications or programs of my own?

Yes. If you have them on your device and they do not violate the AUP, a Board rule or any technology guidelines, you can use those applications.

36. Will all teachers implement the use of personal computing devices in their classroom instruction?

No. Although we encourage teachers to leverage the technology tools in their classroom for learning, there is no requirement. Teachers are in charge of the way their class functions and the rules that apply.

37. Can students' plug-in to any of the District's data outlets?

No. Students with personal devices may only connect to the Westlake High School network through the CPSB Wi-Fi that was established for students.

38. What if I am not in a BYOD pilot school? May I still participate?

No, you may not at this time because we are working to increase the bandwidth and Wi-Fi capacity at all schools to support BYOD. Eventually all schools will be participating in BYOD.

39. Will BYOD machines be used for online testing and/or assessments?

At this time, BYOD machines may be only used for teacher created assessments. BYOD machines are not to be used for state testing (EOC), District Defined Assessments, or Mid-Term and final exams.