



BYOD - *Bring Your Own Device* Program

Introduction

For the 2018-19 school year Beatitudes is offering **students in grades 4, 5, 6, 7, & 8** the opportunity to use their personal computer tablets, pads or laptop computers at school. The purpose of this program is to provide the students with a more interactive approach to learning by placing access to online resources at their desk.

To accomplish this, Beatitudes has deployed wireless access points throughout the school. These access points provide uninterrupted wireless connectivity to students from the 8th grade classroom on the east side of the school to the science room on the west side of the school.

Whereas safety and security are our number one concern, there are provisions to the wireless and wired network that restrict student access to a number of websites and specific types of online content.

The network is actively monitored throughout the day and looks for unauthorized access attempts as well as new sites and content that may be accessed. The system can block unrecognized content and then notify the administrator of the attempt so that the site can be permanently blocked.

For access to the network, each student must review this document with their parents and both must sign the acknowledgement on the last page. When the student brings in the signed acknowledgement form they may then bring their device in to have it registered on the network.

Once the device is registered, the student can then use their device when directed by their teacher.

Student participation is voluntary. Parents may elect not to have their child bring in their electronic device. Students who do not bring in a device will be provided instructions on how to complete assignments without the use of personal electronic devices. Such options may include but are not limited to completing assignments at home; information provided on handouts or provided access on their regular computer lab days.

BYOD Program Policies and Procedures

1. Recommendations

- 1.01 Any currently available electronic device which is capable of accessing the internet, provides adequate storage through either a hard drive or a cloud account, a screen that is no less than eight (8") inches in size (measured diagonally) and has a keyboard (physical or virtual) and a mouse or touch pad.

- 1.02 **If creating documents for submitting to the teacher, the device must be able to create Word, Excel and PowerPoint documents.**
- 1.03 Beatitudes does not recommend any specific brand of device.
- 1.04 Examples of devices include but are not limited to: iPads, Kindle Fire, Samsung Note, Microsoft Surface, any of the chrome books or laptops. Note: if unsure if a device will be acceptable, please contact the school.
- 1.05 Devices that do not meet the above listed specifications will not be registered and not allowed on the network.
- 1.06 Unapproved devices include but are not limited to; Cell phones, smart phones and any device with a screen smaller than eight (8") inches.
- 1.07 All students will need to have a headset or earbuds for their device.
- 1.08 **Students are limited to one authorized device at a time.**
- 1.09 **Students who utilize their own data plan, may do so however (1)all of the rules within this document still apply and (2) the school assumes no cost liability toward the cost of personal data plans.**

2. Responsibilities

- 2.01 Electronic devices are inherently delicate and may be subject to damage and or software corruption. Use of a personal device is done so at the owners own risk.
- 2.02 Each student owner is responsible for their own device.
- 2.03 All personal devices must come to school with a protective cover that encapsulates the device (this cover should surround the device and provide a protective screen cover that will reduce scratches to the screen. It should also be able to protect the device from a fall of less than four (4") feet. The device also needs a protective bag, case or other container with handles for carrying the device. Note: if the device is in an approved protective cover, a backpack will meet the case requirement.
- 2.04 The school as a whole, the administration, the staff and the teachers are not responsible for failures, damage or loss of any student device. The school, administrators, staff and teachers will not act as intermediaries in matters involving the restoration of personal electronic devices. The school will take administrative action for violations of the school rules up and including violations of the policies within this document.
- 2.05 Each student owner must never allow any other student to touch, hold, carry or otherwise use their personal device.
- 2.06 If another student touches, holds, carries or uses someone else's device, whether they have received permission from the owner or not shall be in violation of this policy.

- 2.07 If a student touches, holds, carries or uses someone else's device, whether they have received permission from the owner or not, and during that act the device is mishandled, dropped or otherwise damaged, that student will be held responsible for any and all restitution of the damage.

The teacher will document all available facts of the incident and forward it to the administration. The administration will provide a letter to each parent (device owner's parent and the student responsible for the damage parent). This letter will include the teacher's documentation, a copy of section 200 of this document and contact information for each parent (email and telephone).

3. Administrative Actions

- 3.01 Students who violate the BYOD policies will be subject to the following course of action:
- a. First occurrence: the student will be warned by the teacher.
 - b. Second occurrence: the student will meet with the school administration and a follow up letter to the parents will be sent home.
 - c. Third occurrence: the student will be locked out of the network and banned for a period of one month from bringing in their personal device.
 - d. Fourth occurrence: the student will be locked out of the network and may not bring their personal device to school for the remainder of the year.
- 3.02 Students who are banned from using accessing the network and or bringing their personal device to school, will receive alternative classwork to meet the lesson objectives.
- 3.03 In the event the device needs to be taken away from the student, the device will be taken to office and the parents will be contacted by telephone and advised that the device will need to be picked up from the office by the end of school. Only a parent or guardian may pick up the device. They will not be released back to the student.

4. Best Practice and Acceptable Use

- 4.01 The personal device must come to school fully charged. The school will not provide access to electrical outlets for charging devices.

- 4.02 The device may only be used within the classroom. Students may not take the devices outside the classroom unless required for a specific lesson and then only when told to do so by the teacher.
- 4.03 The personal device may not be used during morning line up, morning snack time, lunch time or in the pickup line afterschool.
- 4.04 As stated in section 2.03, all devices must be protected with a cover and or a case.
- 4.05 Student wireless access is only available:
 - Monday thru Thursday from 8:00am until 3:00pm
 - Friday 8:00am to 12:30pm
- 4.06 Students may only access internet content as described by the teacher for the specific lesson or assignment. For this purpose, a student found on a website not related to the assignment will be considered in violation of this policy.
- 4.07 Most personal devices have the capability of taking video or still photography. As stated in the Parent-Student handbook, students may not take video or still photographs while on school property. On occasion, a teacher may require students to capture video or take photos which are associated with a specific lesson or assignment. The teacher will provide the specific guidelines, content and/or subject matter to photograph or capture on video. Students taking video or photos outside of those parameters will be considered in violation of this policy. No content may be published on the internet through any means.

5. **Privacy**

- 5.01 Students are responsible for not sharing their own login and password information.
- 5.02 For the purpose of registering the device on the network, certain information will be required. This information will include the device's MAC address, Serial number and the student's name. This information is used to recognize the device on the network. Individual devices will not be monitored for existing content saved on the device. The device will be monitored for content viewed, accessed and downloaded from the internet. Also monitored is the devices location at the school and the bandwidth used while connected to the network.
- 5.03 Exception to section 5.02; the school can access the device to view content when the school has probable cause to believe that inappropriate or illegal content exists on the device. To reduce potential problems of this sort, parents need to routinely view their child's device for documents or images that may be considered inappropriate or illegal.
- 5.04 Pornography or other similar content is forbidden to be carried on any device brought to school or accessed from a hard drive, flash drive or any online source while on school property. Students found with such content on their device, or in

the act of accessing such content will have the device taken away, the parents will be contacted, and if required the Sheriff's Department will be called.

The Principal will treat such instances as required under the Los Angeles Archdiocese policies. Such administrative actions may include suspension and or expulsion.

- 5.05 All student accessible computers both school and personal, function under a set of group policies which restrict access to certain websites and certain types of content. The systems used to filter content and restrict websites will allow administrators to monitor and change filters as new threats appear. Such filtering and restrictions take place within the network hardware. No alterations are made on student devices.
- 5.06 It is highly recommended that parents setup, install software or apps that will provide parental controls on the student's device. This will help control when and how a student can access personal software or apps on their device.
- 5.07 It is recommended that parents consider installing antiviral software, popup blockers and antispyware on the child's device. This can reduce catastrophic failures, and the theft of personal information. Note that every student device should be setup with a login and password.
- 5.08 It is highly recommended that the student device be backed up prior to bringing it to school. Devices with USB ports can use flash drives for backup. Devices such as iPads without USB access must be backed up to a computer or using the Cloud.

6. Program Policies

- 6.01 All policies coincide with Los Angeles Archdiocese technology policies and procedures.
- 6.02 Policies are subject to change. The school administration will distribute updates as necessary.
- 6.03 Violations of the policies and rules listed herein may also be covered under the Code of Conduct and or the Parent / Student handbook. The school administration may use any policy at their discretion to address violations of this program.

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Parent and Student BYOD Acknowledgement Form

As the parent of the student listed below, I acknowledge that I have read and understand the rules, policies and procedures related to the Bring Your Own Device (BYOD) program at Beatitudes of Our Lord Catholic School. I further acknowledge that I have read over the BYOD document with my child to ensure they understand the expectations and responsibilities associated with this program.

Both the student and parent understand the risks associated with bringing a personal electronic device to school and accept full responsibility for that device. It is clearly understood that the school, administrators, staff and teachers are not responsible for (a) the device and that the school shall be held harmless for damage, loss or injuries associated with the use and or handling of the device, (b) that the school will not be held financially responsible for repairs, alterations or replacement of the device, and (c) the school will not act as an intermediary between parents should another student cause damage to your students device or your child causes damage to another. The school involvement will be limited to providing the effected parents with available information about the incident and parent contact information.

Student's Name	Signature	Date
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Parent's Name	Signature	Date
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