

**Jasper Co. Junior High**  
**Bring Your Own Device (BYOD)**  
**2015-16**

**I. Bring Your Own Device**

- JCJH is committed to aiding students and staff in creating a 21st century learning environment. We are piloting a new policy which will aid in this goal. Students and staff will now be able to access our wireless network with their personal devices (laptops, netbooks, tablets, smartphones, etc) during the school day. With classroom teacher approval, students may use their own devices to access the Internet and collaborate with other students. Many schools in the nation are implementing Bring Your Own Device policies for their students and staff. By allowing students to use their own technology in school we are hoping to increase the access all students have to the technology they need to succeed.
- BYOD - Why are we doing this?
  - Applications accessed by a web browser, like Google Docs, eliminate the need to have specific software loaded onto every student computer.
  - Cloud based computing allows students to access their information from any computer with a web browser.
  - The current economic times require unique strategies to ensure every student has equitable access to online resources.
- 21st Century Learning - We believe equitable access to technology will aid our students in becoming....
  - information producers rather than information consumers
  - self-directed learners and collaborative team players
  - high level thinkers
- In addition to allowing students to bring their personal devices, each student will also have access to their own school-provided Google Apps account. This will allow them to access Google Docs, an online suite of productivity tools, including word processing, spreadsheet, and presentation apps. Since work created in Google Docs is stored in the cloud, students will have access to their work from any computer with an Internet connection. Google Docs also allows students to collaborate with each other on group projects, without even having to be in the same location. In addition, they can instantly share documents with the teacher, eliminating the need for printing assignments and turning them in.

**II. BYOD - How To Connect**

- Students will connect to the 'NCHS-JCJH BYOD' network. Once connected, you should be presented with a 'portal page' with username and password fields (if not, open your web browser and try to navigate to [www.google.com](http://www.google.com)). Enter the same username and password you use to log in to JCJH computers, and you will be granted access.

**III. BYOD Policy**

- Availability of Access
  - Access to JCCU #1 wireless network, including the Internet, shall be made available to students, employees and members of the Board of Education primarily for instructional and administrative purposes and in accordance with administration regulations. Limited personal use of the system shall be permitted if use:

- Imposes no cost to the JCCU #1;
  - Does not unduly burden JCCU #1's computer or network resources;
  - Has no adverse effect on an employee's job performance or on a student's academic performance
- Access to the JCCU #1's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Non compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with JCCU #1 policies.
- Violations of law may result in criminal prosecution as well as disciplinary action by JCCU #1.
- For more information see JCCU #1 Acceptable Use Policy.

#### IV. Digital Citizenship

- What is Digital Citizenship?
  - Technology use is everywhere in our world today. We believe our school should play a role in teaching our students to use technology appropriately. Rather than banning the devices our students use in their daily lives, the same devices they will soon come to rely on in their future professional lives, it is important to guide them in developing the skills needed to be a productive digital citizen. The following digital citizen guidelines will help and protect our students as they incorporate these powerful tools. Visit [digitalcitizenship.net](http://digitalcitizenship.net) for more information.
    - The Nine Themes of Digital Citizenship
      1. Digital Access: *full electronic participation in society.*
      2. Digital Commerce: *electronic buying and selling of goods.*
      3. Digital Communication: *electronic exchange of information.*
      4. Digital Literacy: *process of teaching and learning about technology and the use of technology.*
      5. Digital Etiquette: *electronic standards of conduct or procedure.*
      6. Digital Law: *electronic responsibility for actions and deeds.*
      7. Digital Rights & Responsibilities: *those freedoms extended to everyone in a digital world.*
      8. Digital Health & Wellness: *physical and psychological well-being in a digital technology world.*
      9. Digital Security (self-protection): *electronic precautions to guarantee safety.*

#### V. NETS - National Educational Technology Standards for Students

- Creativity and Innovation
- Communication and Collaboration
- Research and Information Fluency
- Critical Thinking, Problem Solving, and Decision Making
- Digital Citizenship
- Technology Operations and Concepts

## **VI. Acceptable Devices**

Most any wireless-enabled device should work on the JCCU #1 wireless network. Examples include:

- Computers - laptops, netbooks
  - Windows, Mac OS X, or Google Chrome operating systems should work without issue
- Mobile Devices
  - iPads, Android tablets, Windows tablets, smartphones, iPod Touch, and other devices should work on the network.
- Which should I bring?
  - This depends on the classes you have and the projects you are working on. Mobile devices are useful because they are small, easy to carry, and have access to many of the online applications you will be using. They are great for researching, planning and collaborating. They are not great for creating new products. Though laptops and netbooks are heavier to carry around, they allow you to be more productive in situations where you will be creating documents, movies or other digital media. We suggest working with your teachers to determine what technology will best enable you to be successful.

## **VII. Software**

- Required Software: The fact that so many software packages are now available as web browser applications negates the need to have required programs loaded onto every student computer. Our students can access practically everything they will need through any web browser. Therefore there is no required software to take part in the Bring Your Own Device program.
- Recommended Web Browsers:
  - For Windows/Mac OS, we recommend having at least two updated web browsers on your device. Examples include: Internet Explorer (version 8 or later is recommended), Safari, Firefox, Google Chrome.
  - For other devices (tablets, smartphones, etc.), we recommend using the web browser included with your device. Third-party browsers may not provide all the necessary functionality.

## **VIII. Tech Support**

- Network Connection
  - Students who cannot access the JCJH 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 the device outside of the classroom. These are not JCCU #1's devices and the district is not allocating resources at this time to troubleshoot issues.
  - Some teachers may be knowledgeable in connecting your device and willing to help if time allows.
- Charging
  - It is the responsibility of the student to bring their device to school charged. Classrooms do not have enough electrical outlets for all students to charge their devices, and cables running across the floor create a tripping hazard.
- Printing
  - Currently there is option to print from a personally owned device. However, in most cases printing should not be necessary. With Google Docs, students can share documents with the teacher instantly online. In the unlikely event that a student should need to print, they will have the option of accessing their work from a school computer to print. In any case,

think before you ink, you just might save a tree!

## IX. FAQs

- Student FAQs

- **I have my laptop with me in class. How do I get on the Internet now?**
- Answer: Most laptops or other personal devices (smartphones, etc.), will detect a wireless connection when you are near one. Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose 'NCHS-JCJH BYOD' from the list. When asked for a username and password, use the same credentials you use to log on to school computers.
- **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 a place to change WiFi settings. Navigate to this area and choose 'NCHS-JCJH BYOD' from the list, or prompt your device to look (scan) for wireless networks in range. Also, some devices have a switch or button to turn Wi-Fi off. Make sure Wi-Fi on your device is turned on. Consult your device's owner's manual for exact directions for connecting to a wireless network.
- **I brought my iPad to school to use in the classroom, but my teacher said I couldn't 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 should follow those directions. Access is only available, not guaranteed for each classroom situation.
- **I just can't 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 JCCU #1 staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.
- **I need to save my work in my folder on the server (Y: drive). How can I access this resource?**
- Answer: There is currently not a way to access student folders from a personal device, due to security concerns. However, with Google Docs, it should not be necessary to save work in your folder on the server.
- **How do I print my work?**
- Answer: You can use the school computers to print your work created in or uploaded to Google Docs.
- **My laptop was stolen when I brought it to school. Who 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 to have in case of theft. JCCU #1 is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.
- **Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own tool?**
- Answer: Student 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 tool you

use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to JCCU #1 and will be filtered. Note that if you have a smartphone or other device with a data plan (4G, etc.), you MUST disable mobile data and use the District-provided wireless network connection.

- **Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?**
- Answer: Yes. The Acceptable Use Policy for JCCU #1 remains in effect even when you are using your own laptop, smartphone, iPad, etc.
- **Why can't my little brother bring his laptop to school? He is in the 6th grade.**
- Answer: At this time, we are limiting this privilege to junior high school students and staff only. Your participation in this "pilot" will help us determine the best way to carry out this plan in other schools. We will learn from you and your usage and issues so that next year we will be able to make the needed changes and possibly add to the program for other grade levels.
- Teacher FAQs
  - **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: No. Although we encourage teachers to leverage the student owned technology tools in their classroom for learning, there is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.
  - **Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request or call the technology office?**
  - Answer: No. Students who cannot access the JCCU #1 network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device out of the classroom. These are not JCCU #1 devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.
  - **I have students in my class who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smartphones or laptops, hence bypassing the filter. Is this a violation of the student AUP?**
  - Answer: Students are required to use the District-provided wireless connection when using their device at school. This is the only way we can filter access to the Internet. If students are using a provider's data plan to access inappropriate material, they should be referred to a school administrator.
  - **I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include junior high school staff?**
  - Answer: Yes. Junior high staff can also access the JCJH network.
  - **One of my students was using his laptop to bully another student on campus. Should I call the technology office concerning this problem?**
  - Answer: No. Any disciplinary infractions that occur from using technology tools should be referred to an administrator. This would be student code of conduct issue.
- Parent/Guardian FAQs
  - **My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?**
  - Answer: Your son will have access to any of the web-based software that the junior high school currently uses. With the BYOD pilot, we are also introducing Google Docs. Software

may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex: iPads cannot run software requiring Flash Player)

- **As a parent or guardian, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?**
- 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 pilot. Various products are available on the market to track a device in case of theft.  
While on the JCCU #1 network, students' web access will be filtered through the District's content filter, so additional filtering software should not be necessary. That being stated, while the District makes every reasonable effort to block inappropriate content, no content filter can block 100% of harmful material. We highly encourage parents and guardians to work with their children to promote safety and responsible behavior while online.
- **My son/daughter has a smartphone with a 4G data plan through our mobile service provider. Can he/she use that instead of the District-provided wireless?**
- Answer: Due to CIPA (Children's Internet Protection Act) regulations, your child must use the District-provided wireless connection, not a provider's data plan.
- **I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to continue using her computer for productivity, but not the Internet. Is this allowable under this pilot plan?**
- Answer: Yes, your daughter may choose not to accept the terms of use, however, the rules outlined in the AUP still apply for technology use of any kind (Internet or other). Also, it is not the responsibility of District staff to ensure she has not accessed the Web on her own technology device. Damage or theft is still the responsibility of the owner.
- **If my daughter's laptop is stolen or damaged, what recourse can I take?**
- Answer: The district is not responsible for any damage or theft of student-owned equipment. Using tracking software (e.g. LoJack for Laptops, Find My iPod/iPhone/iPad) can help locate the equipment if it is stolen, and keeping track of the device's serial and model numbers will be helpful as well. Theft or vandalism of any kind should be reported immediately to a school administrator, so he/she can take the appropriate steps.
- **What are the 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 administration for his/her expectations.
- **Will my child have access to communication tools like email or message boards while on the JCCU #1 network?**
- Answer: Email and message boards are generally not blocked on the JCCU #1 network. Message boards that host inappropriate content should be filtered by the District's content filter.

# Jasper Co. Jr. High

## BYOD Program

### 2015-16

Student Name \_\_\_\_\_

Type of Device(s) \_\_\_\_\_

Serial Number \_\_\_\_\_

I have read Jasper County Junior High's BYOD Pilot Procedures, in the Student Handbook (pages 1-5) and/or on the District Website (<http://www.cusd1.jasper.k12.il.us>) and agree to follow the necessary procedures. (Note: Hard copy of the BYOD procedures is available in the JCJH office upon request.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_