Bring Your Own Technology Guide (BYOT)
Student & Parent Guide for Best Practices
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Purpose of BYOT Initiative

Our vision for Marietta Center for Advanced Academics (MCAA) is to prepare and inspire 21st century students to meet the challenges of our global society through innovation, collaboration, critical, and collaborative thinking. To facilitate 21st century learning must have access to new technology devices. To facilitate students’ acquisition of these technology skills, school sites must have access to new technology devices.

The Bring Your Own Technology (BYOT) initiative:
- Increases student’s choice of type of project/ mode of delivery
- Students can use a device that they are most familiar and comfortable with
- Transferability and ease of use between school and home
- Increases the number and types of devices in the classroom
- Allows greater access of school owned devices to all children

Research shows improvements in:
- College and Career Readiness
- Engagement
- Increased on Standardized Tests
- Motivation
- Critical Thinking Skills
- Problem Solving
- Broadens Learning Beyond the Classroom

Overview of BYOT Program

The BYOT program allows students at MCA to use their own wifi-enabled devices (laptops, smart phones, tablets, etc.) to connect to the district’s BYOT network. Teachers facilitate the use of student devices by integrating Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

Vision Statement for BYOT Initiative

To reshape the student learning experience through the use of 21st century technology to engage students in formal and informal learning opportunities to develop skills necessary for success in a new global world.
Parent and Student Overview

Technical Requirements/Specifications for Devices

Technical Specifications

Device must have Wi-Fi capabilities. Students WILL NOT be required to use data plans or subscriptions to Internet or SMS (text) messaging that require a fee. Students **must** bring devices that have Wi-Fi capabilities and a web-browser so they can connect to the filtered network within their classroom. The tools that will be used in the classroom should not be of any cost to you/your student as long as they connect to the wireless network.

<table>
<thead>
<tr>
<th>Recommended specifications for laptops:</th>
<th>Wireless</th>
<th>Current virus scanner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>802.11g/n (g and/or n - 802.11 n recommended)</td>
<td>Free programs available i.e.</td>
</tr>
<tr>
<td>Windows Platform</td>
<td></td>
<td><a href="http://free.avg.com">http://free.avg.com</a></td>
</tr>
<tr>
<td>Windows 10 (preferred)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apple Platform</th>
<th>Laptop Ram</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS 10 or better (Mac, iBook)</td>
<td>2GB min. / 4GB or more best</td>
<td>Headset jack with headphones</td>
</tr>
<tr>
<td>iOS 6 or better (iPhone, iPad, iPod)</td>
<td></td>
<td>Carry bag</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Browser:</th>
<th></th>
<th>Protective cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 8</td>
<td></td>
<td>Password or login protection</td>
</tr>
<tr>
<td>Safari 4.0, Chrome 10, Firefox 4</td>
<td></td>
<td>Copy of Brand, Model and serial number</td>
</tr>
</tbody>
</table>

Some examples of devices that may be used in the BYOT Program:

- Laptop/Netbook with Wi-Fi, Windows 97, XP, Vista, Windows 7, or Windows 10 Internet Explorer or other web-browser
- Apple iPhone (any generation)
- Apple iPad, iPad 2, new iPad
- Apple iPod Touch or similar mp3 player with Wi-Fi capabilities and browser
- Android smart phones
- Android tablets
- Nook color
- Kindle Fire

Other devices with WiFi and web browser support

**Using your device**

If you are participating in the BYOT program, your teacher will monitor and give permission for you to use your device during certain times in class. You are only permitted to use your **ONE mobile device per day** for programs, websites, and tools specified by your teacher. If your teacher finds you using your mobile device for off-task activities (examples include but are not limited to phone calls, texting, Instagram, Facebook, Facetime, Skype), you may lose your privilege to use your device. There may be occasions that students may be directed to use these tools but it will be under the strict guidance of the teacher. MCAA follows the school district’s policy for Internet Use and BYOT which can be found at the end of this document. Parents will receive copies of both policies and will be required to sign and return to school for participation in the program.
**Printing**

One of the benefits of the BYOT Program is the option to transition to paperless (for many assignments). You will not have access to a printer from your device.

**Charging your device: Power management**

As a student in the BYOT program, please have your device fully charged at the beginning of the school day.

**Saving files**

Depending on the assignment, you may not find that you need to save a file to a disk or USB drive. You may be working with web-based applications, for example Edmodo. 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.

**Technical Help/Support**

Your teacher is a facilitator and is using the technology for teaching and learning; therefore, it is NOT your teacher’s responsibility to spend instructional time on technical issues. You will need to refer to the User’s Manual for your device for other technical issues, such as how to detect wireless networks. Marietta City Schools does not provide technical support for any personal devices.

**Theft/Damage**

Schools are not responsible for theft or damage to student’s devices. Students are responsible for bringing their personal technology back and forth to school every day.

**Tips to avoid theft/damage:**

- Do not share your devices or leave your device anywhere.
- Cases and covers for devices are encouraged to personalize devices and protect devices from damage.
- Label all parts of your device with your student’s before bringing the device to school.
- Administration will make reasonable attempts to recover missing or stolen devices. Please note; however, the school system is not responsible for damaged, lost or stolen devices and peripherals.

**Photography, Video Recording, & Social Networks**

Students are not allowed to post photos or videos taken on devices to the Internet, especially social networking sites with the exception of instructional content posted on school approved sites such as Edmodo. Disciplinary action will result
Web filters

Students must use the BYOT network. The content on this network will be subject to our filter system, which meets the Children’s Internet Protection Act (CIPA). Students must adhere to all Marietta City School’s policies for Students Plan and only access websites and Web 2.0 applications as instructed by their teacher.

E-Readers

E-readers that do not have internet connection (the basic Nook and Kindle) can be brought to school for the purpose of reading books, novels, magazines, etc. Devices such as these that do not have internet/Wi-Fi capability will not be used during BYOT instructional time.

Gaming Devices

BYOT is intended for instructional purposes only. As a result, gaming devices such as Nintendo DS products, PSP’s, etc. will not be allowed at school. If you are unsure if a product is an approved BYOT device please contact the school's Instructional Technology Coach.

Parent Communication

Open communication, advanced technology, and active collaboration are the main objectives to facilitate the students’ success. The expectation of the BYOT program is to provide multiple avenues and tools for instruction that will encourage and engage students to embrace learning, while providing students with the technology skills to benefit them for the rest of their lives. Thank you for taking the time to review the procedures below with your students.
**Web 2.0 & Internet Safety Plan – Students & Parents**

Attempts to log in to the network using another user’s account could result in termination of the account and loss of BYOT privileges. Students should immediately notify their teacher if a password is lost or stolen, or if they have reason to believe that someone has accessed their account unauthorized. Any student identified as a security risk will have limitations placed on usage of the network or may be terminated as a user and be subject to other disciplinary action.

**Web 2.0 Student Section:**
Students understand that in the BYOT program they can use their own device for access to instructional resources as instructed by the teacher. The purpose of this access is to create an Internet space where students can display and share what they have learned. Students understand that their work may be viewed by others as a public digital format; therefore, students will not reveal personal information or share username/password with classmates. Students are responsible for keeping track of their device. Students are responsible for what they write and post and they will not write anything that is inappropriate for school, disrespects classmates, teachers, school, or community and is not on-topic for the project. Students will not delete or modify information without communicating with the teacher or post pictures or video of people on campus to the Internet, especially on social-networking sites. As a member of the class, students will follow the positive communication/Internet etiquette outlined in class.

**Web 2.0 Parent/Guardian Section. Please review and sign one of the choices on the next page and return to your student’s teacher.**
There are many free, educational Web 2.0 tools available online teachers will be using to create engaging learning environments. Students will have the opportunity to create websites, multimedia posters, podcasts (audio recording), and videos. Some of these tools require student accounts controlled by the teacher. Open-communication is encouraged between parents, student, and teachers and these Web 2.0 tools will make sharing student projects with parents easier.
Bring Your Own Technology (BYOT) Agreement

Homeroom Teacher

Students who choose to participate in the Bring Your Own Technology (BYOT) initiative must adhere to the Marietta City Student Code of Conduct, as well as all Board policies, particularly the Student Behavior Code (JCDA), Internet Acceptable Use Policy (IFBG) and Student Acceptable Use Guidelines (IFBG-E1). Students who fail to adhere to these rules may face disciplinary measures and lose the privilege of using or possessing personal technology for instructional or personal use.

**Parent/Guardian - Please read this agreement carefully with your child. Initial each statement once you have both read and understand the requirements.**

__________________________
Students must take full responsibility for their devices. The school and staff are *not* responsible for the security of personal technology. By choosing to bring devices onto school grounds, students accept the risk of potential loss or damage to personal technology. Personal devices cannot be left on campus before or after school hours. Students should not allow other students to take possession of their devices.

__________________________
Devices cannot be used during tests or assessments, unless otherwise directed by a teacher.

__________________________
Students must *immediately* comply with teachers’ requests to shut down devices or close the screen. Devices must be put away when asked by teachers. Devices must always be in silent mode while on school campuses and while riding school buses.

__________________________
Students are not permitted to take, transmit, post photographic images/videos of any person while in class or at school.

__________________________
Students will only use devices to access files or sites relevant to classroom curriculum. Games and other non-instructional purposes, such as making personal phone calls or messaging, are not permitted during instructional time. Devices may not be used for cheating on assignments or tests.

__________________________
Students should have no expectation of charging or plug-in capabilities. Personal devices should be charged prior to bringing them to school.

__________________________
To ensure appropriate network filters, *students will only use the BYOT wireless connection* in school and will not attempt to bypass the network restrictions by using an outside network. By virtue of using school network resources, students have no expectation of privacy in any work transmitted on the school network and understand that staff may collect and examine their personal device to determine if a violation of school rule or law has been committed.

__________________________
Students understand that introducing a virus, trojan, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information in the network is in violation of the Acceptable Use Policy and Behavior Code, and will result in disciplinary actions. *The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.*

__________________________
Students realize that processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the Acceptable Use Policy and Behavior Code, and will result in disciplinary actions. *Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.*

__________________________
Students realize that printing from personal devices is not permitted at school.

__________________________
Students realize that any violations of the above listed rules, this agreement, any law or any school policy may result in confiscation of personal electronic devices by teachers or staff. Return of the same may be dependent upon parental conference where deemed necessary.

I have read the information above and agree to adhere to the BYOT guidelines as stated as well as the Student Behavior Code (JCDA, Internet Acceptable Use Policy (IFBG) and Student Acceptable Use Guidelines (IFBG-E1).

______________________________________  ______________________________________
(Print Student Name)  (Sign & Date Student Name)

______________________________________  ______________________________________
(Print Parent Name)  (Sign & Date Parent Name)
Marietta City Schools Computers and Network Resources
Student Acceptable Use Guidelines

Please read the following carefully, as well as related sections of the Behavior Code, Policy JCDA, the Internet Safety Policy, Policy IFBGE, and the Internet Acceptable Use Policy, IFBG. Violations of the “Acceptable Use Guidelines” may cause a student’s access privileges to be revoked, personal technology devices to be confiscated, disciplinary action and/or appropriate legal or remunerative action may be taken.

The Marietta Board of Education (the “Board”) provides technology resources, Internet access and, where specifically authorized by school administration, allows student to access approved personally-owned technology devices during instructional time (“BYOT” or Bring Your Own Technology Initiative). These resources are utilized as educational tools which facilitate communication, innovation, resource sharing and access to information. Internet and technology resources are provided for educational purposes that promote and are consistent with the educational mission, vision, instructional and educational goals and objectives of Marietta City Schools (“School System”).

The Board makes no assurance of any kind, whether expressed or implied, regarding any Internet services provided. The School System or individual schools in the system will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student’s own risk. The School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. Staff and students must be advised that privacy in the use of the Internet is not guaranteed.

Further, the Board assumes no responsibility for any unauthorized charges or fees, including but not limited to, long distance charges, per minute surcharges and/or equipment or line costs. If any such charges are incurred by a student while accessing the Internet, said student shall be held financially responsible, and will reimburse the school for any charges so incurred.

Any student who uses the school’s computers or other technology resources must be aware of the requirement for appropriate use of the equipment and for accessing the Internet. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following guidelines in accordance with the behavior code (JCDA). Students and/or their parent/guardian are responsible for damages to equipment and/or the network and will be liable for costs for service or repair.

Any student who uses personal technology as a part of the instructional curriculum at school, based upon signature of both parent and guardian of the system’s “Bring Your Own Technology” agreement, will be governed by the same principles and guidelines of use as students using school-provided technology. The Board will assume no responsibility for damages, charges or fees incurred by the student, and identical guidelines apply for student responsibility for the same, regardless of whether these occur through use of school or personally-provided technology. The Board assumes no responsibility for loss or damage to student’s personal technology while on school grounds or otherwise used via the BYOT agreement or any other purpose. Student and parent accept this risk when the choice is made to utilize personal technology.
Students are only allowed to utilize computers and other technology devices, whether personal or school provided, to access the school network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to access computer operating systems for any reason or attempt to do anything they are not specifically authorized by the teacher to do. Students are not allowed to download any software from the Internet or to load software from a device brought from home onto any system-owned computer unless specifically authorized by his/her teacher or an administrator. Students bringing personal technology and storage devices (diskettes, CDs, USB devices, cell phones, iPods, or any other type of storage device) from outside the school are responsible for all material contained on said storage device. Should the use of any such technology or storage device result in a virus outbreak on a computer or the network, costs incurred for repairs are the responsibility of the student’s parent/guardian. The student may have no expectation of privacy for material contained on said personal technology or storage device.

Students should take the following precautions while accessing the Internet:

1. Any on-line communication should always be at the direction and supervision of a teacher.
2. Never provide last name, address, telephone number, or school name on-line.
3. Never respond to, and always report, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else to an unfamiliar source or website.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.

Examples of prohibited conduct include, but are not limited to:

A. Accessing, sending, creating or posting materials or communications that is damaging to another person’s reputation; is abusive, obscene, sexual in nature, threatening or demeaning to another person’s gender, race, or religion; or otherwise violates the behavior code. Cyberbullying and related misuse of the Internet will not be tolerated.
B. Using the network for financial gain or advertising.
C. Posting or plagiarizing work created by another person without their consent.
D. Posting anonymous or forging electronic mail messages.
E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
F. Giving out personal information such as phone numbers, addresses, driver’s license or social security numbers, bankcard or checking account information, without the consent of the other party.
G. Using the school’s computer hardware or network for any illegal activity such as copying or downloading copyrighted software in violation of copyright laws.
H. Loading/using games, public domain, shareware or any other unauthorized program on school computers or computer system.
I. Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
J. Gaining access/attempting to access unauthorized/restricted network resources or the data and documents of another person, or any use of the personal technology device of another individual without express permission.
K. Using/attempting to use the password/account or personal technology device of another person or using a computer while logged on under another’s account.
L. Using the school’s computers, personal technology devices or network while access privileges have been suspended.
M. Using the school’s computer hardware, personal technology devices, school network, or Internet link in a manner that is inconsistent with a teacher’s directions and generally accepted network etiquette.
N. Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
O. Attempting to vandalize, disconnect or disassemble any network or computer component whether school-owned or owned by another.
P. Utilizing school or personal computers and devices, and the school network to retrieve information or run software applications not assigned by a teacher.
Q. Providing another student with user account information passwords.
R. Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district’s technology resources without prior approval of the district technology supervisory personnel.
S. Participating in unauthorized chat rooms or news groups.
T. Hacking or attempting to degrade or disrupt network services or equipment.

I have read and understand the Marietta City Schools Computers and Network Resources Student Acceptable Use Guidelines. I take full responsibility for my actions with technology resources.

_____________________________ _________________________________ __________
Student Name (please print)                        Student Signature Date

_____________________________ _________________________________ __________
Parent/Guardian Name (please print)                Parent/Guardian Signature Date
Glossary

MCS Acceptable Use Agreement for Students Form 2010-012-MCS – this is the document required for students to use district technology.

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

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

BYOT – Acronym which stands for “Bring Your Own Technology.” The BYOT Program allows students whose teachers are participating in the BYOT 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

Edmodo – secure, educational social platform that allows for collaboration and communication between teachers, students, and parents. For more information: www.edmodo.com

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

WiFi or Wireless Connection – a device can connect to a wireless network (at the school sites this network is free) so that Internet access is not being used by a paid 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.