

LUNENBURG
COUNTY
PUBLIC
SCHOOLS

BRING
YOUR OWN
DEVICE



Guidelines, Policies, and Procedures for BYOD
in Lunenburg County Public Schools

BYOD

BYOD

Bring Your Own Device Lunenburg County Public Schools Guidelines, Policies, and Procedures

Introduction

Lunenburg County Public Schools is committed to aiding students and staff in creating a 21st Century learning environment. With this goal in mind, the division is piloting a new initiative known as BYOD, which stands for “Bring Your Own Device.” Many schools across the nation are implementing Bring Your Own Device initiatives for their students and staff. Students and staff will now be able to access the LCPS network with their personal devices (laptops, netbooks, tablets, smart phones, etc.) during the school day. With classroom teacher approval, students may use their own devices to access the Internet and collaborate with other students. By allowing students to use their own technology on campus, the school system is hoping to increase the access all students have to the technology they need to be successful.

Overview

During the March, 2016 board meeting, the School Board approved changes to policy and regulations that will allow all students to use their own electronic devices in an academic setting in order to access the school division’s wireless network. This will go into effect April 1, 2016.

Access to the Division’s wireless network, including the Internet, shall be made available to students, employees, and members of the School Board primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the Division
- Does not unduly burden the Division’s computer or network resources;
- Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Network users must comply with all rules and regulations established for the use of computers or other electronic equipment. The teacher is the final authority in the classroom and students must comply with requests for students to shut down or put away electronic devices when they are not needed for instruction.

Procedures and Guidelines for Students and Parents for the Use of a Privately Owned Electronic Device

Beginning April 1, 2016, Lunenburg County Public Schools will allow students to use privately owned electronic devices to access the LCPS wireless network. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the LCPS Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for division students. Permission to bring and use privately owned devices is contingent upon adherence to LCPS guidelines. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of LCPS, that student's privileges may be limited or revoked.

Guidelines

1. Students may use a privately owned electronic "Internet ready" device on the LCPS 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 prohibited from accessing the Internet using any external Internet service. No privately owned electronic device may be connected to the LCPS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
4. 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. Voice, video, and image capture applications may only be used with teacher or administrator permission.
5. 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.
6. The privately owned electronic device owner is the only person allowed to use the device.
7. No division-owned academic or productivity software can be installed on personal devices.
8. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
9. 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, LCPS is not responsible for any financial or data loss.
10. Violation of school or division policies, local, state and/or federal laws while using a personal electronic device on the LCPS wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, and/or School Board policy as well as by local, state and/or federal law.

11. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
12. The school division reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school division policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school division computer.

Procedures

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. Parents/Guardians who wish to allow their children to bring personal electronic devices to school must sign the *Bring Your Own Device User Guidelines and Agreement Form*. (Attachment A)

Students who wish to bring allowable electronic devices to school for educational purposes must register those devices, obtain a login and password, and agree to use the devices in accordance with the Acceptable Use Policy. Students must use the school wireless network to access the Internet so that all sites can be monitored in compliance with CIPA regulations. Students should return the registration form to the librarian of their school. The librarian or member of the IT Department will call each student to a designated location to complete the registration form and assign a login and password.

Students are expected to charge their devices at home. Classrooms may not be able to accommodate large numbers of students who want to recharge their electronic devices nor will class time be spent in managing these personal devices. Students should not allow other students to use their personal electronic devices. Usually, having physical access to a personal device also provides the ability to e-mail or text message from the device. It also provides an opportunity for the device to be damaged. The owner is responsible for anything that occurs with the device. Students should not make recordings or take photographs without the express permission of the teacher or administrator and with appropriately signed media releases.

Allowable Devices

Allowable devices vary from school to school and are determined at the building level. Devices could include the following: laptops, tablets, eReaders (Nooks, Kindles, etc.), iPads, and iPods. Devices must be such that can be used for educational purposes. Teachers and administrators are the final authorities as to whether the device may be used at school.

Use of mobile phones for any voice or text communication is generally not permitted during school hours; however, mobile phones may be used as directed by school personnel. When not for educational purposes, mobile phones do not have to be

registered but must be turned off during school hours. Principals may allow limited use of phones during lunch. Mobile phones possessing advanced functions, including Internet access, eReader, and video-audio functions can be classified as non-disruptive educational devices. These functions may be used in Yellow and Green Zones as permitted and directed by school personnel.

Devices that are disruptive of the educational setting are not allowed, such as too-loud headphones, laser pointers, and gaming devices (Nintendo DS, PlayStation, etc.).

Zones

The individual schools are divided into zones: Green, Yellow, and Red. The administration at each school will determine which, if any, locations other than the classroom setting 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 or impose other sanctions.

Red Zone: An area designated as a Red Zone indicates that use of any personal device, either allowable or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or turned off and put out of sight. All bathrooms and locker rooms are Red Zones.

Yellow Zone: An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel. Hallways are an example of a Yellow Zone, where students may be allowed to have an iPod as long as headsets/earbuds allow the student to hear other students and teachers.

Green Zone: An area designated as a Green Zone indicates that personal devices may be in use for school related tasks as permitted and directed by school personnel. The CHS library is an example of a Green Zone, where students may use their devices for research, reading, and other educational activities.

Consequences for Inappropriate Use of Electronic Devices

Violation of the appropriate use of electronic devices may result in any one or any combination of the following:

1. Verbal or written warning
2. Confiscation of the device by school personnel, to be returned to parent/guardian
3. Loss of BYOD privileges
4. In-School Suspension
5. Out of School Suspension

Violations of law may result in criminal prosecution as well as disciplinary action by the Division.

Statement of Non-Liability

Lunenburg County Public Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk.

FAQs

1. **Why is LCPS doing this?**
 - Applications accessed by a web browser, such as 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 that every student has equitable access to online resources.
2. **What if my child's device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen, or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.
3. **Is it required that my child use the school wireless? Can they use their own 3G or 4G service?**

Students with a personally owned device need to use the school system's guest wireless network.
4. **My child is bringing a device to school for instructional purposes. Will he/she have access to things that he/she normally does with district equipment?**

Your child will have access to any of the web-based software the school currently uses (databases, library search tools, etc.). The student will not necessarily have access to programs that are typically loaded on individual school machines. Moreover, software may run differently on different devices for varying reasons.
5. **As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?**

Virus protection for PC's is recommended but not required. Device location software is not required but is always a good idea.
6. **How will my son's/daughter's device be used in the classroom?**

Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

- 7. I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**
No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional.
- 8. I have my device with me in class. How do I get on the Internet now?**
Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose "guest" from the list or use the login and password provided to you.
- 9. My device is not prompting me to choose a wireless network. Is there another way to connect?**
In the "settings" menu of your device, there is usually an icon for a network. Go to this icon and choose "guest" from the list or prompt your computer to look for wireless networks in range.
- 10. I can't get my device to connect to the network. Can I get some help from someone?**
Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network administrator for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.
- 11. I need to save and/or submit my work. Where can I save it?**
Students can save their work on a flash drive, CD, or DVD—if their devices support these. Students can post their work to Google Docs.
- 12. I need to print the assignment I just completed. Why is there no printer when I try this?**
Students do not have direct access to a network printer. Solutions include saving it to a flash drive or printing it from home or another school computer with permission. Use of school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.
- 13. My device was stolen when I brought it to school. Who should I contact about this?**
Lunenburg County Public Schools is not responsible for the theft of a device, nor is the school system responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a teacher, principal, and/or School Resource Officer to make him/her aware of the offense. Bringing your own device to school can be useful; however, some risks are involved as well. It is a good idea to record the device's serial number in case of theft.
- 14. Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**
Internet 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. You own the device, but the network you are using belongs to the school and Internet access will be filtered.

- 15. Am I still held accountable for the Acceptable Use Policy (AUP) I signed even though this is my personal device?**
Yes, students using a personally owned device must have both the Acceptable Use Policy and the Parental BYOD User Agreement signed and abide by the regulations in both documents.
- 16. Will there be a permission form that needs to be signed before a student brings their own device to school?**
Students and parents must complete the Parental BYOD User Agreement. In addition, students must register their devices to receive a login and password.
- 17. How will a teacher/administrator have the ability to revoke a student's BYOD privilege?**
If a student is not following the developed guidelines for the use of his/her personally owned device, a teacher/administrator can revoke the privilege through the regular discipline process.
- 18. How can a teacher or staff member tell if a student is using a 3G/4G wireless connection to the Internet rather than the school division's wireless access?**
While it can be difficult to tell at times, if a staff member sees a student accessing a website that is typically blocked from the LCPS network, the student is likely on a 3G/4G connection. The quickest way to help enforce this is by observing what students are accessing.

Steps to Prevent Theft of Mobile Devices (by M. Kitchens)

Mobile devices are great tools for teaching, learning, and entertainment. They're portable, reliable, and offer easy access to family, friends, and a global community. Expensive electronic gadgets are products that a lot of people want. Unfortunately, there are those who look to acquire a device whatever the cost – even if that means stealing.

Here are a few tips for keeping you and your devices safe, along with ways to help deter theft.

- **Be aware of your surroundings:** Criminals prey on victims who are distracted. If you're walking home from school or riding a bus, keep your devices out of sight. Resist the temptation to play a game or access an app. While your attention is diverted, someone could snatch the device from your hand and be gone before you have time to react.
- **Don't mention you currently possess expensive items:** When in a crowd – especially among people you don't know – don't mention you're carrying a device in your backpack, book bag, or pocket. You may unknowingly tempt a would-be robber, who could then mark you as a potential target.
- **Keep your devices hidden:** When your belongings will be unattended, such as during a P.E. class, keep your electronics and other valuables in a secure location–

a locked locker or a locked classroom, for example. Remember, never share your locker combination with a friend. Each person who has your locker combination increases the chances that you will have something stolen from your locker. When leaving your device in a car, tuck it under the seat or stow it in the vehicle's trunk. Keep it out of sight to decrease the chances of theft.

- **Don't leave your device as a place holder at a restaurant or coffee shop:** Even if you're ordering an item from the counter only feet away, take your device with you. You may lose your perfect seat, but finding a place to sit is easier than dealing with a stolen device.
- **Trust is something that should be earned gradually:** Remember, a criminal can be a wolf in sheep's clothing – meaning a thief can appear friendly or in need while having ill intentions. Keep your devices close by and consider the consequences when you let someone use or borrow your device.
- **Don't assume, "It can't happen to me":** If you allow that thought to take root in your mind, you've dropped your guard, which makes you an easier target. Remember to be aware, but not scared, and keep in mind that any device, even yours, could be stolen.

Additional Tip

Record your device's serial number: Your device's serial number is unique. It distinguishes your device from any other on the planet. Record the serial number, and keep it in a safe place. If your gadget is stolen, the serial number will help police identify your property.

Resources

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Henrico Public Schools. (n.d.) HPSD ed tech resources. Retrieved from <https://sites.google.com/a/hanoverpublic.org/hpsdedtech/home>

Kuropatwa, D. (2008). How would I prepare to teach a BYOD class? Retrieved from <http://adifference.blogspot.com/2011/07/how-would-i-prepare-to-teach-byod-class.html>

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Watters, A. (2013). What do kids say is the biggest obstacle to technology at school?

ReadWrite10. Retrieved from http://readwrite.com/2011/04/03/what_do_kids_say_is_the_biggest_obstacle_to techno

Downloads

Did You Know (YouTube video) <http://www.youtube.com/watch?v=mOPcE3fDodk>
Firefox <http://www.mozilla.org/en-US/firefox/new/>
Google Chrome <https://www.google.com/intl/en/chrome/browser/>

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Bryan City Schools. (n.d.) Power Up Power On. Retrieved from <http://www.bryan.k12.oh.us/docs/PowerUp%20PowerOn12-3.pdf>

Fairfax County Public Schools. (2013). BYOD (bring your own device): Personally owned computing/network device acceptance of responsibility and device use agreement permission form. Retrieved from <http://www.fcps.edu/it/byod/>

Fair Lawn Schools. (n.d.). BYOD (bring your own device)—An introduction. Retrieved from <http://www.fairlawnschools.org/domain/1293>

Kitchens, M. (2013). Preventing mobile device theft: Tips for students. My Big Campus. Retrieved from <http://mybigcampus.com/bundles/preventing-mobile-device-theft-tips-for-students---189148>

Virginia Beach City Public Schools. (n.d.) Bring Your Own Device (BYOD): Frequently Asked Questions. Retrieved from <http://www.vbschools.com/curriculum/byod/>

Students and teachers may utilize their laptops or other devices at school.

Guidelines:

1. Any student/teacher who wishes to use a personally owned laptop or other digital device within Lunenburg County Schools must read and sign this agreement and submit to the librarian. Only after all agreements are signed by student and parent and the student has a signed AUP on file, will the student be allowed to use a personal laptop. If a teacher brings his/her own device; they will need to sign this document, along with a signed AUP and have the librarian set them up an account.
2. The student/teacher takes full responsibility for his/her digital device and keeps it with him/her at all times. The school is not responsible for the security of the device.
3. The student/teacher is responsible for the proper care of their digital device, including any costs of repair, replacement or any modifications needed to use the laptop at school. The school technicians will not work on personal computers. All participants must have up-to-date virus protection software loaded on their computer.
4. Violations of any Board policies, administrative procedures or school rules involving a student's/teacher's personally owned laptop may result in the loss of use of the laptop in school and/or disciplinary action.
5. Before using the laptop in any class, the student must inform the teacher and ask permission to use the device and follow the Zone requirements within the school. The student must comply with teachers' request to shut down the computer or close the screen.
6. Personal laptops shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
7. The student may not use the laptop to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
8. The student should only use their device to enhance learning, which could include note taking, research, or teacher led instruction. No personal laptops will be used for Benchmark or SOL testing. Also students should note that they will not be able to print from their laptop to a school's printer.
9. The student will use the BYOD wireless network. Use of personal wireless connections (i.e. hot spot or wireless card) is not allowed. Internet 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. You own your device, but the network you are using belongs to the school and Internet access will be filtered.

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of his/her laptop.

_____	_____	_____
Laptop or Device Make	Serial Number	MAC Address
_____	_____	
Student's/Teacher's Signature	Date	
_____	_____	
Parent's Signature	Date	

This form shall be kept on file at in the library of each school.