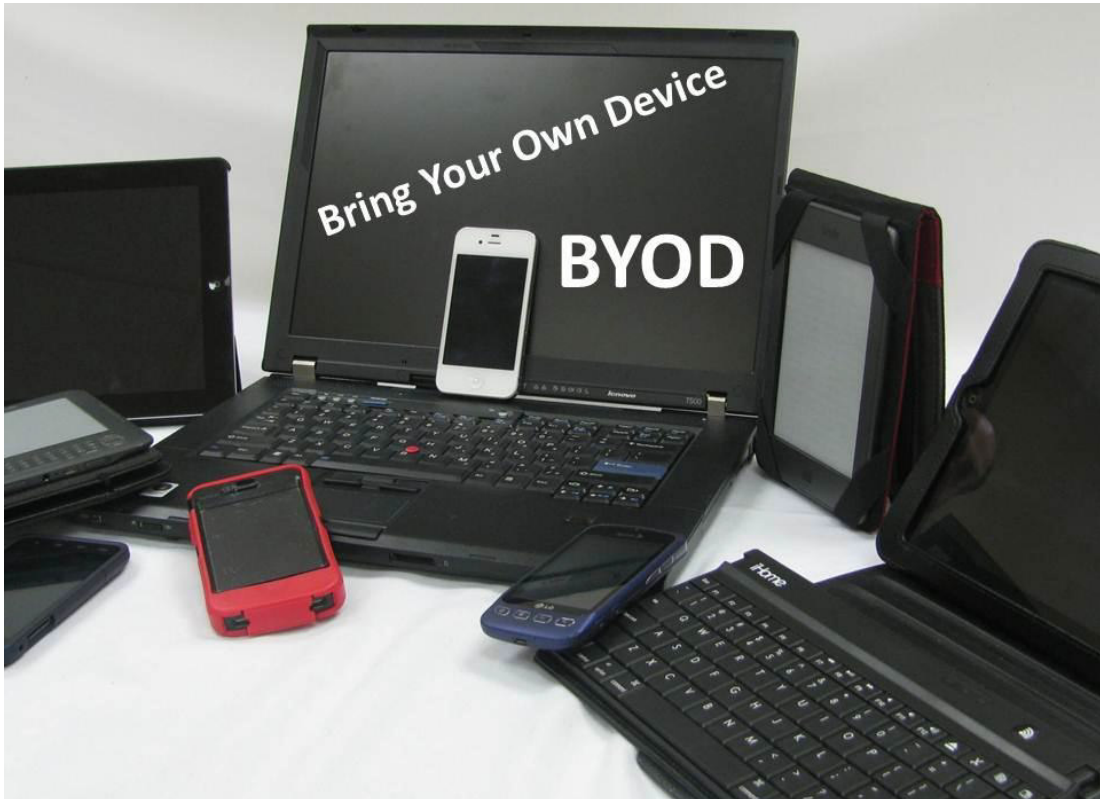


BYOD Handbook

Evert Public Schools



*If we teach today as we taught yesterday, we
rob our children of tomorrow
- John Dewey -*

Version 1.0-9/09/13

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Educational Technology Mission

Our goal is to provide learning opportunities using technology to shape 21st Century Skills. We must prepare our students to become effective learners using technology, produce lifelong digitally responsible citizens and promote successful transitions to college and career.

Introduction

1. “BYOD is not about the devices. It’s all about the collaboration” - Dr. Buster Evans

Bring Your Own Device (BYOD) is a new opportunity for the students of Evert Public Schools to bring in personal Wi-Fi devices and use them for educational purposes. To have the greatest impact on ensuring our students reach their potential and to support this priority, we have determined that regular, reliable, and easy access to technology is necessary. While the technology does not drive the learning or replace face-to-face interactions, it supports our vision for transforming teaching and learning. It is also very important to leverage the home and school connection for using technology effectively.

2. What is the value of BYOD and what does it support for learning?

Individual student choice for resources	Communication efficiencies
Personal organization	Access to different levels of expertise
Customization of resources	Broadening the audience and sources for learning
Interactivity	Just-in-time access to resources
Real world connections for students	Cloud access
Gaining global perspective	Home and school learning connections
Engaging students via Developing, Brainstorming, Creating, Expanding, Publishing and Presenting	

Today’s students are digital natives. Students are born with technology and grow up using it in their everyday life. They learn and live with technology and of course, they bring it to school. Making the shift to BYOD extends access and improves engagement. Expanded access yields expanded digital options and when every student has full digital access, it provides the platform for improved access to effective materials, online resources and effective teachers. Students who do not use personal devices will have access to school owned technology when scheduled by the classroom teacher.

3. General Practical Benefits of BYOD

- Students are more efficient, engaged and organized.
- Students value on-line postings provided by teachers for each course.
- Students have quick and easy access to personal files – all in one place.
- Students are more comfortable with and responsible for personal equipment.

The intent of this handbook is to assist students and parents in knowing and understanding how BYOD will be integrated into the program and addresses practical considerations. EPS will update the document regularly and provide on-going support to ensure a smooth transition to a full-scale BYOD program.

4. Where will personal access be available?

All school buildings will have access to Wi-Fi on personal devices. Some areas in each school may not be conducive to Wi-Fi access. As funding becomes available, additional areas will be added to Wi-Fi coverage for personal devices.

5. What device(s) does EPS recommend?

Evert Public Schools does not recommend specific devices or brands.

6. Computers

Just about any laptop or netbook will work on our network and is acceptable. As long as the device has a working web browser students will be able to access the tools they need. Windows based, Apple, or Chromebook operating systems should work without issue.

7. Mobile Devices

Mobile devices such as iPads, iPods, tablets, smartphones and other devices will work on the network. Typical school uses include document processing, multi-media creation, personal productivity and internet access. Large storage and memory capacities required for computer gaming are not required for daily schoolwork. We believe that students will use more than one device to serve their needs at school; most students use a smartphone for personal organization and productivity and a laptop for academic work.

8. Please note these potential limitations

Not all tablets support flash file access (eg. ipad) – this can have an impact for research needs and expectations. There may be some work-around, but there is no guarantee these will serve all academic requirements on an as-needed basis.

9. Purchasing devices

It is not mandatory for each student to have a device. However, should you choose to purchase technology you may want to inquire about the following when speaking to vendors: battery life (6 hours for a normal school day), weight and portability, storage and memory, screen size, processor speed, availability of external ports for USB devices, device life span and warranty as essential elements in determining which device to purchase. Getting past the “cool’ and glitz factors to real functionality is important.

10. Apps and 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

(continued from page 4) practically everything they will need through any web browser. A list of Apps and Web Tools can be found at the end of the handbook.

11. Student Responsibilities

A. Charging

You are expected to charge your devices each night so that the devices are fully operational for the start of each school day.

You are required to have virus- protection software that automatically downloads the latest anti-virus updates on your device(s).

B. Labeling

Label your devices with your first and last name.

Personalize your devices in school appropriate ways. This includes screensavers, backgrounds, skins and other personalization.

C. Carrying and storage

Bring your devices in appropriate storage cases, backpacks or sleeves to protect them from damage.

Attach something unique like a luggage tag to easily identify your backpack to prevent another student from taking it by mistake.

12. Using your devices at school

A. Protecting/Storage

Keep your devices with you or locked in your locker at all times. Keep your passwords private.

Take your devices home every day (for use at home and for charging). Carry your devices properly to reduce the potential for damage (especially as you move from class to class).

B. General Use at School

You are required to bring your device in good operating order. Troubleshooting, maintenance, and repairs of personal devices are your responsibility; you need to ensure that your devices are in working order to allow you to complete schoolwork as required. Teachers cannot troubleshoot for you. You are responsible for saving your files and backing these up. 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. No school owned academic or productivity software can be installed on personal devices. Students are expected to abide by the school district's AUP.

13. Guidelines

According to the student handbook, Electronic Equipment includes but is not limited to cell phones, tablets, iPods, cd players, etc. Students are allowed to use electronic equipment before first block begins, at lunch, and after the last block of the school day. **Other exceptions may be made by teachers to enhance the learning environment.** ALL other times electronic equipment must remain powered off, not seen or heard. Electronic devices that are discovered during prohibited times will be confiscated and relinquished to parents/guardians only. Students are prohibited from making any electronic or digital video, pictures, or audio recordings of another student or adult in the school unless it is specifically related to the instructional program or an officially designated activity of the school. Violation of this policy may result in disciplinary or police actions. Per our district policy, students will not be allowed to access 3/4 G internet access while on the school campus or create "MiFi" or "Wi-Fi" hotspots for direct internet access.

14. Protocols for Use:

- A. Students participating in BYOD must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- B. **Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.**
- C. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Ear buds may be used with teacher permission.
- D. Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- E. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by district staff.
- F. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
- G. Elastic Clause: During the course of the school year, additional rules regarding the use of personal devices may be added.

Students and Parents/Guardians acknowledge that:

1. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
2. Students are prohibited from: Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information. Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
3. The school district is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
4. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
5. Printing from personal devices will not be possible at school.
6. Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at school.

Personal Wellness

To reduce eye strain from frequent use of your devices, it is highly recommended that you blink frequently or look away from the screen regularly.

Regularly stretch your neck slowly from side to side to address neck strain.

Give your upper back a break and pay attention to your posture by rolling your shoulders frequently or stretching your arms behind your back.

15. Frequently Asked Questions

My device is not working. What should I do?

Check that the device is properly charged and turned on. If it is a hardware issue, you will need to find a computer help-desk service off campus or where you bought the device.

EPS staff cannot repair personal devices.

Can I print at school?

You cannot print from your personal device at school.

You can save the documents to a cloud storage service and retrieve at school.

You can send your files electronically through email.

Do I have to print my assignments to hand them in?

Check with your teachers for a definite answer. Several of our classes use Moodle, EdModo, etc. for turning in assignments. It may be possible for you to submit assignments to your teachers in electronic format. Teachers will inform you specifically if a printed copy is required.

What happens if my device is lost or damaged?

You are personally responsible for all of your devices – label them for easy identification.

While EPS is not responsible for personal devices, please notify a staff member of your missing device.

Your parents should include your devices on your home insurance for loss, theft, or damage.

When you realize the device is missing, you should retrace your steps to check where it may be located and ask classmates and friends if they have seen the device. If you do not find the device, contact the school office to report a loss. Check with the staff to see if lost devices have been turned in. If you see a “stray” device left somewhere, be sure to hand it in to a staff member.

Where do I store my device when I am in an extra-curricular activity?

Your locked locker is the best place to keep your devices during activities on campus. When off campus, keep your backpack within view. **Remember- YOU are responsible for your devices at all times!**

Am I expected to have earbuds?

Yes – these are important for individual work requiring audio communication so that you do not disturb the work of other students.

Will I be able to charge my device at school?

You are expected to have your devices already charged when you arrive for the school day.

What is the AUP and how does it affect my personal devices?

AUP = Shorthand for Acceptable Use Policy (Evert Public Schools District Internet/Use Policy)

Each user must abide by the posted AUP expectations, limitations, and security provisions.

The AUP is a signed acceptable use policy between the user and the school. The written AUP is signed by students and parents at the beginning of the school year. Within the AUP you agree to use your devices for educational purposes while involved in school related activities.

Can administrators look at my device?

The school reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school policies or local, state and/or federal laws have been violated.

EPS has the right to eliminate or limit your BYOD privileges if you have not abided by the terms of this handbook, the school handbook, or the AUP. EPS can monitor accesses of personal devices and will take disciplinary action if there is reason to believe that a violation of the AUP and student handbook has occurred. If there is a serious infraction, EPS may have access to personal device(s) for investigation purposes. Firewall provisions for EPS owned devices apply to access using personal devices as well.

16. General Care of Your Devices

A. Transporting your device

For laptops, close the lid before moving the device. Avoid dropping and bumping the device, as this can affect the hard drive. Shut down the laptop/tablet before packing up for the day. Do not store other

(continued from page 7) heavy items on your laptop/tablet. In a vehicle, store the devices in a locked trunk, out of sight. Be aware that extreme temperatures (heat or cold) may damage electronic devices.

B. Care of the Screen

Use appropriate touch strength when using a touch screen. Treat the laptop/tablet screen with care to avoid scratches and breakage. Use appropriate stylus devices for units offering this tool; do not use sharp pencils or pens on the screen. Clean the screen with a lint-free cloth regularly. Apply appropriate settings to ensure extended screen life and power savings.

C. Managing Battery Life

Ensure that you have your device set to go into “sleep or hibernate” settings when you are not using it for an extended amount of time. Choose to blank your screen rather than using a “screen saver” as screen savers still consume a significant amount of power. Ensure that your device is in a hibernate state or off during lunch and breaks.

D. Food and Drink

Keep food and drink away from the device; spills can cause serious damage to any device.

Warranty coverage varies for this type of damage – check your warranty carefully so you know what is covered.

17. Routine Maintenance

You are expected to have properly licensed anti-virus software with automatic updates installed on your devices. Set your device to automatically download new operating system updates. Be aware of the capacity of your device for downloads – excessive downloads can slow your device and be a problem for file access and management. Defrag your computer on a regular basis to support efficient use of your device. Run disk cleanup – get rid of unnecessary files by performing a disk cleanup monthly. **EPS does not provide maintenance or repair of student devices.**

18. Managing files

While files can be saved to your device hard drive, it is essential to ALWAYS back up all files – crashes do happen and file management is your personal responsibility. Clean up your hard drive monthly to ensure smoother operation. Decide which files need to be saved and where; delete software and temporary files, as appropriate.

19. Software / Apps

Students are expected to use properly and legally licensed software on your device. Students are required to have anti-virus software with automatic updates installed on your device(s) as appropriate. Keep your software programs updated – updates address security issues which will keep your device protected. Beware of Spyware that may collect personal data and cause computer crashes by avoiding the installation of software from unknown sources.

20. Liability

Device repairs are the responsibility of the student and parent. EPS staff members are not authorized to repair student-owned devices.

Apple Apps

Production / Presentation / Collaboration

Sliderocket - free
 Livebinders - free
 SlideShark – free
 Goodnotes - free
 Show me - free
 Prezi viewer - free
 Educreations – free
 Explain Everything - \$2.99
 Presentation Timer - free
 DocAS Lite – annotate pdfs, Take notes, Reader and
 Quick Note - free
 Evernote - free
 Google Docs – free
 Diigo – free
 Lino – free – online sticky notes
 Haiku Deck – free
 BrainPop - free
 Nearpod – free, teacher shares content with students
 – real time – pin only for access
 Note Taker - \$4.99 (write on the iPad)
 Notebook Free – free
 Notability - \$.99
 Quickoffice Pro Hd – Office capabilities - \$19.99
 Sundry Notes – real time collaboration - \$2.99
 FLIPBOARD – free, collects info on topics and
 arranges them in a flip style book – great for news
 and interest

Video and Audio

Animoto - free
 Pic Stitch, Photo Collage Creator, Pic Jointer – all free
 Wavepad - free
 Audio Note Lite - free
 Voice Thread – free
 Magisto – free
 Vimeo – free

Books to Read

Overdrive – free access to WCPL
 Free Books – free 24,000+ books
 Flying Books – free

Language

Babbel – free – learn a language
 Mindsnacks – free- games to learn a language
 Whirly Word – free – word puzzles

On Line Environment

Edmodo - free

Flash Browsers for iPad

Puffin - free
 Rover - free

Cloud Storage

Google Drive (2-5gb) - free
 Skydrive (25gb/ 5gb) - free
 Drop Box (5gb) - free
 Box (10gb) –free

Microsoft Tools

Autocollage
 Chronozoom
 Community Clips
 DOCS
 Flashcards
 KODU (Game developer)
 Math 4.0
 Montage
 Photosynth
 Windows Live Essentials

Various Web Tools

Snacktools
 Podsnack
 Tubesnack
 Photosnack
 Flipsnack
 Pollsnack
 Slidesnack

Audio

Audacity (Audio editor and recorder)
 Cepstral Text to Speech
 Vocaroo (Free Online voice recording)

Business – Production Software

Neo Office
 Open Office
 Google Docs

Cloud Storage

Skydrive
 iCloud
 Google Docs
 Dropbox
 Box.net

Collaboration Tools

Delicious (Social bookmarking – think of it as sharing bookmarks)
 Diigo (Social bookmarking – think of it as sharing bookmarks)
 Livebinder

PBWorks

Plotblot (Free screenwriting software, work alone or collaborate with others.)

VoiceThread

Communications

Cel.ly (Many uses - communications, polling...)

CreateDebate

GoSoapBox

GroupMe (Send one text message to a group)

Make Beliefs Comic (Create a comic strip)

Remind 101 (Send mass text messages to students)

Skype

Today'sMeet (Create a temporary site to promote discussion)

Voki (Create speaking Avatars)

Flash Cards

Anki (Also has mobile apps)

Cramberry (Also has mobile apps)

Evernote Peek (Also has mobile apps)

Quizlet (Also has mobile apps)

StudyBlue (Also has mobile apps)

Foreign Language

dotSub (Create or watch videos with subtitles)

Frovo

Wordsteps

Health and Physical Education

Daily Fit Log

Fitocracy

GameChanger

Keeping Score Online

Livestrong

Map my Run

Music Workout (iOS app)

History

60-Second Civics

CNN Student News

Fakebook (Create fake profile pages of historic figures)

Fold3 (Online military records)

<p>History (continued) Historypin Museum Box Worldmapper</p> <p>Infographics Creately Hohli Many Eyes Stat Planet Glogster</p> <p>Language Arts and Reading (ELA) Common Core tools in ELA Bibme BookGlutton (It allows users to read books over the web as well as annotate and discuss books in an online community forum.) Blurb (Create ebooks with option to print) DarkCopy GrammarCheck.net Grammarly Myths and Legends Penzu (Online journaling) Plotblot (Free screenwriting software, work alone or collaborate with others.) Quick Cite (Scan a book's barcode and receive a citation of the book in your email. Choose from APA, MLA, Chicago, or IEEE styles. This is a .99 app for Apple and Android devices.) Vocabulary Spelling City Visuwords Plotblot (Free screenwriting software, work alone or collaborate with others.) Quick Cite (Scan a book's barcode and receive a citation of the book in your email. Choose from APA, MLA, Chicago, or IEEE)</p>	<p>LMS (Learning Management System) Edmodo</p> <p>Mathematics Algebasics Calc3D GeoGebra Graphing (Graphic calculator) Khan Academy Sumdog (Online math games) Arcademicskillbuilders Tutpup Web 2.0 Calculator (Online Scientific Notation Calculator) Wolfram Alpha Yummy Math (Math as it relates to other topics)</p> <p>Mind Mapping: Bubbl.us Mind42 Mindomo MindMeister Text 2 Mindmap</p> <p>Miscellaneous Creative Commons Search ("Find content you can share, use, and remix") The Differentiator! Symbaloo Ted Ed (Ted Ed Tour) Toondoo (Cartoon maker)</p> <p>Multi-Media Capzles Vuvox (Mix photos, videos and music into a presentations)</p> <p>Music Finale Notepad (free notation software, cross platform) Musicshake (Loop-based compositions) Noteflight (online notation) Web Metronome</p>
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Evert Public Schools BYOD Compact Form "Bring Your Own Device" (BYOD)

Responsible Use Guidelines

Purpose:

Evert Public Schools uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, EPS will allow personal devices on our school-wide network and school grounds for students who follow the responsibilities stated in the AUP and the guidelines stipulated in the EPS BYOD Handbook. Evert Public Schools strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional and students who do not participate in BYOD will not be penalized and alternate modes of participation will be available. An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this program, the word "devices" will include: laptops, netbooks, smart phones, iPods, iPads, tablets, and eReaders. Please note that Nintendo DS and/or other gaming devices with internet access are not permissible at this time.

Guidelines:

1. Students/guardians/outside entities participating in BYOD must adhere to the EPS Student Handbooks, District AUP, EPS BYOD Handbook, and all Board Policies.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Earbuds may be used with teacher permission.
4. Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
5. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
6. Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.
7. Students are not to have devices out or earbuds in their ears while in the hallway. This applies to class changes, going to the restroom, going to and coming from lunch/recess and going home (early check-out, bus riders, car riders or walkers)."
8. Students are not to have devices out while in the restroom.
9. Students may only use earbuds. On the ear headphones are not permitted.

Students and Parents/Guardians acknowledge that:

1. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
2. Students are prohibited from:
 - A. Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - B. Processing or accessing information on school property related to "hacking." Altering or bypassing network security policies.
 - C. The Evert Public School District is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

- D. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- E. Printing from personal devices will not be possible at school.
- F. Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at EPS.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Evert Public Schools takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

The school district is not responsible for any possible device charges to any of your accounts that might be incurred during approved school-related use (Google Play, Apple App Store, Amazon, etc).

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the “guest” wireless network to access the internet. EPS does not guarantee connectivity or the quality of the connection with personal devices. The EPS Technology Department is not responsible for maintaining or troubleshooting student tech devices.

Declaration & Acceptance

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules and procedures regarding the use of personal devices may be added.

Signature of Student

Date

Signature of Parent/Guardian

Date

***The compact must be signed and on file in the school office in order to participate in the Evert Public Schools BYOD initiative.

