

This guide is intended for parents and students who are attending a school in the New Westminister School District, which is taking part in the Bring Your Own Device (BYOD) program. The District believes that it is essential to teach our students the skills necessary to use, create and interact with technology ethically, competently, and thoughtfully, to become responsible digital citizens. Integrating technology seamlessly into our curriculum is a key part in being an innovative school District that prepares students for lifelong learning. A BYOD program improves access to online resources, digital tools, and assistive technology, it enhances learning of digital collaboration and communication skills, increases opportunities for digital projects, timely feedback, and assignment revision.

Schools participating in BYOD are encouraging students to bring a personal electronic device, such as a Windows laptop, to school each day to be used in learning activities. Students who do not have a device that can be brought to school, will have access to school-owned devices at school.

Individual schools participating in BYOD will be hosting an information session to answer any questions you may have.

Section 1: Student Expectations for Device Use

Digital Citizenship and Online Safety

- All students must abide by the District Student Technology User Agreement.
- Teachers will review these guidelines with students and make sure these are clear and understood. Parents are encouraged to review these guidelines with their child too.
- Parents and Students participating in BYOD must abide to the BYOD Responsibility Contract.
- Students will participate in lessons on Digital Citizenship.

Getting Your Device Ready for School

- Bring your device fully charged to school every day. Take my device home everyday.
- Bring your power cord with you each day or leave an extra one at school.
- Safeguard your device in a bag, backpack, a sleeve and/or a protective case!
- Personalize your devices (screensavers, backgrounds, skins etc.) in school appropriate ways. Device personalization must not violate the School District Guidelines.
- Label your device and power cord with your first and last name.
- Attach something unique, like a luggage tag, to your device bag, backpack, or sleeve to prevent another student from taking it by mistake.
- Keep your device software up to date and legal
- Install a virus protection software and keep it up to date.

Protection/Storage of your Device at school

- Keep your device with you or locked in the classroom/locker when you are not using it.
- Use a screen lock or password on your device. Do not share your passwords!
- You must keep your power cord neat and out of other people's way. Be careful when removing the power cord, yanking it out of the device or the electrical outlet may cause damage.
- You are the only person permitted to use your device.

- Do not install applications or programs from untrusted sources or untrusted USB flash drives. The school will **not** require you to download any program on your device.
- Always carry your laptop with two hands and with the lid closed.
- Do not place an excessive amount of additional objects (i.e., folders, textbooks) in your bag/sleeve with the device. Excessive objects can place too much pressure and/or weight on the device screen or hinges in the case of laptops.
- Do not leave your device anywhere where is a chance it could be knocked onto the floor, sat on, or stepped on.
- Food or drink should not be placed on or near the device.
- Shutdown your laptop when transporting it to and from school, or if it is not being used.
- Troubleshooting device issues is your responsibility and should be done at appropriate times; however, if you need assistance ask for help.

Disclaimer

The security and storage of personal electronic devices are the student's and family's responsibility. The District and the school assume no responsibility for the safety, security, loss, damage, repair, or replacement of personal electronic devices.

Expectations and Consequences

We recognize that digital devices are valuable resources for learning; however, we are also aware that students should only be using devices at appropriate times, in appropriate places, and in appropriate ways. Thus, we are establishing the following expectations:

Expectations

- Devices are to be placed in your backpack or secure storage, unless being used for learning activities.
- Digital devices are not to be used without teacher permission.
- Always mute your device sound unless your teacher gives permission otherwise.
- Devices may only be used for learning activities during class time. Only work on the tasks assigned by your teacher.
- **You must abide by the District Technology User Agreement rules when using your device at school or when accessing school/district network, services, and content outside of school site or hours (see Section 4).**
- **At all times use of digital devices must adhere to school Code of Conduct.**

Consequences

In keeping with the Code of Conduct, rising actions will determine the consequences for not following expectations. Should you not follow expectations you can expect:

- Your teacher to collect your device and turn it in to the office.
- Your device to be returned after meeting with an administrator in the office.
- Disciplinary action, including written warnings, withdrawal of access to technology privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Section 2: Device recommendation

Device Recommendations for BYOD program

- Internet connection capabilities
- Keyboard
- Minimum 9" screen size
- Minimum 3 hours of active device use battery life
- Charging power cord
- A Windows 10 device is recommended, unless another type of device is already owned such as a MAC laptop, Chromebook, or Tablet, not more than 4 years old.

If you are looking at purchasing a device, here are some recommended specifications:

- Operating System: Windows 10 or higher
- Processor: Intel Pentium Silver class or better (such as Intel i3 or more)
- RAM: 8GB or more
- Storage: 128GB or more. Solid State Drive is recommended (SSD or eMMC)

Other optional features to consider:

- Mouse
- A Camera privacy curtain
- Compact size and ruggedized (protective case)
- Touchscreen
- Extra charger to leave one at school and one at home

Note:

- You **do not** need to purchase any software. The district will be using Microsoft 365 tools that are available at no cost to all our enrolled district students. Microsoft 365 tools include Microsoft Word, Excel, PowerPoint, OneNote, Sway, Teams and more.
- Teachers will not ask students to download apps or programs without parental permission.
- Only 1 device will be allowed. Please ensure your child brings the same device each day.
- Unless explicitly permitted by the classroom teacher, cellphones are not approved as a BYOD device.

Section 3: Frequently Asked Questions

When can I use my device at school?

- During all classes when permitted or requested by the teacher
- At other times, if allowed, and following school rules.

Are there times when I am NOT allowed to use my device at school?

- When asked not to use it.
- During emergency procedures.

Can I print at school?

- Students cannot print at school from a personal device. The district is encouraging increased use of paperless options such as Microsoft 365 OneDrive.

What happens to my device if it is left unsupervised?

- Your device should never be left unsupervised. Any unsupervised device found will be taken to the main office.

My device is not working. What should I do?

- You are responsible for troubleshooting your device problems.
- You should not allow your device issues to get in the way of your learning. You should ask your teacher for assistance promptly.
- Occasionally, the school's technology support teacher or district technology support person may be able to help, but you are not to expect immediate help.
- Any advanced troubleshooting, hardware troubleshooting or relates issues should be directed to the device manufacturer.

What happens if my device is lost or damaged?

- You are responsible for your device at all times. If you give permission for someone else to use your device and it is damaged, you are still responsible.

I am involved in an after-school activity. What should I do with my device?

- Remember: You are responsible for your device at all times.
- Arrangements should be made with your parent or coach/teacher sponsor to keep your device safe. Do not leave your device unattended. The school is not responsible for it.

Am I allowed to use my headphones at school?

- You may only use your headphones during class if you obtained teacher permission.

Will I have a chance to charge my battery during the school day?

- When you are not using your device, it can be plugged with your power cord into a charging area in the classroom. Charging spots may be limited and not guaranteed. Remember to charge your device before coming to school.

Can teachers and other school staff look at my device?

- Students and parents should be aware that permitted items of technology are subject to search by school officials if the school district has a reasonable suspicion that evidence of a violation of the student code of conduct is present on the technological device.

How is my device connected to the network?

- Your device will be connected to the school student Wi-Fi and this access will be available throughout the school until the end of the year. You can expect the same restrictions as for District owned devices when joining that network.