Belmont Central Elementary School

Learn. Think. Lead.

Mobile Computing Guide for 2014-2015

Welcome to Bring Your Own Device at Belmont Central!

For the 2014-15 school year, Belmont Central Elementary School has been selected to pilot Bring Your Own Device at our school by Gaston County Schools. Bring Your Own Device, also called BYOD, allows students to bring many of their own technology devices to school for use in our classrooms. We will now incorporate laptops, netbooks, tablets and iPods for educational purposes only. This guide is designed to communicate the expectations of this new initiative at our school.

Bring Your Own Device is not about which digital tool is used. Rather, it is about the increased connectivity to people, places and things. It matters not which device students use to access information, but it matters that we have provided them both the tools and the instruction for use that they might be productive digital citizens. Creating an engaging digital learning environment that doesn't know physical boundaries is key in accomplishing the mission of our school. Our school's mission is that together we will provide opportunities to be role models who inspire and facilitate the development of diverse students as 21st century learners. Providing this opportunity for students connects them to limitless learning opportunities because they will have access to the most current information on any topic through the Internet and to an online environment where they can communicate, collaborate, create, publish and learn. Teachers will be able to supplement printed resources and provide interactive applications to students like never before.

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PROPER IDENTIFICATION OF YOUR PERSONAL MOBILE COMPUTING DEVICE

Identification of Personal Mobile Computing Device

Each student's Personal Mobile Computing device should be labeled with the student's full name, grade level, and homeroom teacher.

CARING FOR THE PERSONAL MOBILE COMPUTING DEVICE

The Personal Mobile Computing device is owned by the student. Students are responsible for the general care of their Personal Mobile Computing device because it is owned by the student. We have outlined some tips for how to properly care for the device.

General Precautions

Use only a clean, soft cloth to clean the screen. Do not use cleansers of any type.

Carefully insert cords and cables into the Personal Mobile Computing device to prevent damage.

If the Personal Mobile Computing device is a tablet, be sure to have the tablet in a case that will prevent damage from any falls.

Never leave your Personal Mobile Computing devices in an unlocked car or any other unsupervised area. Students will be able to store their device in the classroom during the school day. The classroom will be locked when the students are not in the classroom.

Carrying Personal Mobile Computing Devices

Students are encouraged to keep their device inside a protective cases at all times. Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Personal Mobile Computing device screen.

Screen Care

Screen damage will occur when excessive pressure is applied to the screen of any device. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that will apply pressure to the screen.

Do not bump the Personal Mobile Computing device against walls, car doors, floors, etc., as it will crack/break the screen.

USING YOUR PERSONAL MOBILE COMPUTING DEVICE

Personal Mobile Computing devices are intended to be used for school purposes when the device is at school. In addition to teacher expectations for device use, students may access school messages,

announcements, calendars and schedules using their Personal Mobile Computing device through their Google account.

Personal Mobile Computing Devices Left at Home

With expecting students to bring their Personal Mobile Computing device to school for instruction, it is the responsibility of the student to come with his or her device to school when instructed by the teacher. Students who leave their Personal Mobile Computing device at home are still responsible for completing their daily course work.

Charging Your Personal Mobile Computing Device's Battery

Personal Mobile Computing devices must be taken to and from school on a daily basis. Personal Mobile Computing devices must be brought to school each day in a fully charged condition. Students must charge their Personal Mobile Computing devices each evening. Students will have access to a "safe station" in the classroom for charging. However, teachers reserve the right to when and how to allow students to charge the device at school since it is expected that students bring their Personal Mobile Computing device to school charged.

Home Internet Access vs. School Internet Access

Students may establish Wi-Fi connections with their Personal Mobile Computing devices outside of school because it is their property. When at school, students will be allowed to be connected to the student wireless network with their device. They must adhere to the Acceptable Use Policy (Appendix A).

Camera Use

Most Personal Mobile Computing devices come equipped with photo and video capabilities.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records including photographs.

For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Acceptable Use Policy (see Appendix A).

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving to Google Drive

Students may save their work to their Google Drive and share files or folders with other students and/or their teacher(s), since they will have limited storage space on their Personal Mobile Computing device. Files are personal to the student until the student shares them with another

user. Gaston County Schools retains the rights to any recording and/or publishing of any student or staff member's files or folders stored within Google Drive.

Students may download files to work on them and save them back to the cloud. It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion.

Personal Mobile Computing device malfunctions are not an acceptable excuse for failure to submit work.

Network Connectivity

Gaston County Schools makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

APPLICATIONS ON PERSONAL MOBILE COMPUTING DEVICES

Personally Installed Applications

With each device being the personal property of the student, we understand that students will have applications downloaded to their Personal Mobile Computing device that are items that align with their interests. While at school, students should only use applications that have been assigned by their teacher. If a student is repeatedly not following this expectation, consequences can follow.

Applications for Educational Purposes

Students will be permitted to download educational applications as designated by the teacher for use at school. These applications will be applications that are of no cost to the student, parent, or school.

Teachers will be permitted to load additional applications on their Personal Mobile Computing devices as long as they do so in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use Policy in Appendix A.

Inspection

Staff may ask a student to hand over their Personal Mobile Computing Device for inspection if there is probable cause as defined by G.C.S. Board Policy. This inspection occurs if the student's conduct on the device is impacting the learning environment.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.

The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.

The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District and Teacher Responsibilities

The school will provide Internet to students while on school properties.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (see Appendix A).

Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network data storage areas for all students through Google Drive.

Gaston County Schools reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Personal Mobile Computing Devices while in use at school.

Student Responsibilities

Students will abide by the district's Acceptable Use Policy (see Appendix A) and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their Personal Mobile Computing device after use to protect their work and information.

Parent/Guardian Responsibilities

Parents/Guardians are required to review this guide before their child brings a Personal Mobile Computing Device to school annually.

Parents/Guardians are expected to monitor student activity at home, especially Internet access.

Talk to your children about the values and standards you expect them to follow as they use the Internet just as you talk to them about their use of all other media information sources, such as television, telephone, movies, radio, etc. You can find tip sheets for sharing age-appropriate concepts with your children at the following website:
http://www.commonsensemedia.org/educators/educate-families/tip-sheets

Personal Mobile Computing Device Care

Each student is responsible for maintaining his/her Personal Mobile Computing device.

Personal Mobile Computing device batteries must be charged and ready for school daily.

Students are responsible for any and all damage to their Personal Mobile Computing device.

Stolen or lost Personal Mobile Computing devices must be reported to the school administration if the device is stolen or lost at school.

Liability

Gaston County Schools is not liable for a lost, stolen, or damaged Personal Mobile Computing device. Students must ensure proper care of their device. We strongly recommend use of a protective case for all tablets. This will help protect the device when it is being transported to and from school.

Intentional Misuse

Students are responsible for the care and proper use of their Personal Mobile Computing device. Intentional misuse of the device will result in disciplinary action per G.C.S. Board Policy.

Unintentional Loss or Theft

Students are responsible for the Personal Mobile Computing device as it is their personal property. Tips to avoid loss/theft of the device:

- Never leave an electronic device unattended in a public place.
- Secure electronic items in a vehicle out of sight, preferably locked in a trunk when the car is unattended.
- Leave devices at home, when they are not being used for school related work.

APPENDIX A: ACCEPTABLE USE POLICY

Users must accept this Agreement before they can log on to or use a GCS device that is connected to the Internet through the GCS Network. I understand that my school or administrative building has computers and the Internet so I can learn, teach, or work. This agreement applies to all devices, network and Internet access while at school or work whether owned by the school district or personally owned.

There are rules in the handbooks, policies, procedures, and codes of conduct referenced by the GCS Responsible Use Policy which I must follow if I want to use these GCS resources. Failure to follow these rules may result in loss of GCS privileges.

I do not have a right to access the Internet from school or work. Internet access is a privilege. I will use the Internet while at school or work only for educational or business related purposes. I will not access the Internet through personal cellular accounts, like 4G, individual accounts or personal data plans associated with a personal device.

If I am using a personal device to access the Internet, I will log on only through the GCS network. I understand that I do not own any material I may create or post on the Internet at school. Any information I create, transmit, or store may be inspected by an authorized GCS staff person for any reason without my permission or knowledge. Anything that I do on the Internet while at school or work may be monitored by authorized individuals.

There may also be disciplinary actions taken against me under GCS Board Policy and Codes of Conduct which could include a suspension or expulsion from school or work. I may also be violating the laws of North Carolina or of the United States.

I have read all the information written above and I understand it. I agree to follow the rules for the use of devices, network and Internet at school or at work.

APPENDIX B: PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

Level 1 Violations

Include but are not limited to: repeated uncharged device, unprepared for class, careless or irresponsible use, off task behavior

> 1st offense – teacher-based discipline
> 2nd offense – teacher-based discipline
> 3rd offense – teacher-based discipline with parent contact
> 4th offense – refer to administration

Examples of teacher-based discipline include:

- verbal redirection
- student/teacher conference
- restricted use in the classroom
- alternate assignments
- teacher assigned detention
- parent/teacher communication/conference

Level 2 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming others without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos or photos

Examples of administrator discipline include:

- Student/administrator conference
- Restricted use of device/restricted user
- In-School Suspension (1-5 days)
- Out of School Suspension (1-5 days)

Any offense classified as level 2, a major classroom disruption, or criminal conduct will be referred immediately to an administrator and/or the School Resource Officer. The administrator will notify parents and determine discipline. Only an administrator can assign ISS or OSS.

Level 3 Violations
Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion.

Possession and use of personal and/or school issued electronic devices on school property acknowledges consent to search the contents of the device in a school or criminal inves. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the GCS Technology Acceptable Use Policy.