

Personalized Learning - BYOD at High Plains Elementary

Parents,

Please make sure to consult the Minimum Device Specifications (page 2) before making any device purchases. All personalized devices at HPE must have an external keyboard. Under the guidelines of this program, Smartphones and Kindles are not acceptable devices.

There are two steps to follow before a student uses his/her device at school**:

1. Complete and return the HPE Responsible Use Agreement (page 3-4)
2. Register the device online (See Registration Link under "Personalized Learning-BYOD" on the HPE Website)

***It is essential that the student know how to access Wi-Fi on the device and that all apps and software have been legally installed.*

Your student may bring their device to school for use when the HPE Responsible Use Agreement (page 3-4) has been completed and returned AND the device has been registered via the Registration Link posted on our HPE website under "Personalized Learning-BYOD."

On the first day he or she brings the device, your student will need to verify registration with Mrs. Williams, the Digital Learning Coach. At this time, she will tag the device and charging cable with labels to enhance quick identification for student use.

We are excited to be on this journey with you!

HPE Personalized Learning Team:

Fourth and Fifth Grade Teachers: Mrs. Bailey, Mrs. Harding, Mr. Gonzalez, Mrs. Ruhlen & Ms. Tinsley

Administrators: Dr. Stevens, Mrs. Schneider

Digital Learning Coach: Mrs. Williams



Bring Your Own Device Minimum Specifications

Laptop/Windows Tablet

<u>Component</u>	<u>Recommended</u>
Operating System	PC: Windows 10* Mac: OS X v.10.15
Wireless Card	802.11 a/g/n/ac
Storage	64GB (128GB or more preferred)
System RAM	4GB (8GB or more preferred)

Antivirus and updates must be maintained for network security.

Dell provides D20 systems, parents and staff can purchase these at www.dell.com/mpp/asd20

Tablet: Apple iPad

<u>Component</u>	<u>Recommended</u>
Operating System	Must be able to run the latest iOS Current iOS is 13
Model	iPad 5 iPad Mini 4 iPad Air 2 iPad Pro
Storage	64GB (128GB or more preferred)
Keyboard	External Physical Keyboard recommended

Academy District 20's experience has been that devices that do not meet the minimum specifications listed above do not provide an ideal student experience.

Chrome devices are not recommended as a BYOD device. Chrome devices work very well in environments when the enterprise manages them. Academy District 20 only support Apple and Windows OS environments. Additionally, Chrome devices have issues connecting and working properly on the D20 network due to the varied Wi-Fi antennas in less systems. In addition, since they are not managed by the district, are not supported with all the necessary functions in our Learning Management System (LMS), specifically testing with Respondus. As a result, students may not have a successful experience in using this device at school.

*Windows 10's "Family Safety" interferes with Academy District 20's filtering system and should not be enabled. **Some parental filtering software uses Virtual Private Networks (VPN) that will not allow devices to function while connected to D20 networks. When selecting parental filtering for your student's BYOD device, select ones that do not use a VPN.**

High Plains Responsible Use Agreement

Personal Devices at School

If students choose to bring these devices to school...

- The purpose of having the device at school is to support learning.
- High Plains Elementary or ASD20 will not be liable for lost, damaged, or stolen devices. The student takes full responsibility.
- Use of devices anywhere on school property is at the sole discretion of High Plains staff members.
- Devices must use the ASD20 network (the internet as accessed through ASD20) to connect to the internet in order to monitor and filter all online activity during use at High Plains.
- Students are not allowed to use their device to communicate with each other during the school day without specific consent from a staff member.
- Students are not allowed to play games or listen to music on their device without specific consent from a staff member.
- Device ringtones and alerts must remain off during school hours.

Personal Security and Safety

Users must respect and protect the privacy of themselves and others.

- Students will use their own student username/password when signing onto the ASD20 network.
- Students will not distribute/post private information about themselves or others.
- Taking pictures or video of anyone without their consent is not allowed. Electronic posting of anyone's picture or video, with or without consent, is not allowed.



Students and parents are required to understand and agree to the policies listed before signing. If rules/policies are not followed, including the ASD20 Student Network agreement, it will result in loss of technology privileges and/or disciplinary action. If you have questions regarding any of these policies or want to request information about digital citizenship, please contact Suzie Williams, High Plains Digital Learning Coach, at suzanne.williams@asd20.org.

Students-

- ✓ I will use my device privilege at High Plains Elementary only for educational purposes.
- ✓ I understand that High Plains Elementary or ASD20 will not be liable for lost, damaged, or stolen devices. I take full responsibility.
- ✓ I will not download or use games, pictures, video, music, text messaging, email, social media, or apps unless I have direct authorization from a teacher and it is in support of a classroom assignment.
- ✓ I understand that only the ASD20 network will be used in order to access the internet at school and that it is monitored and filtered by ASD20 at all times.
- ✓ I understand that if I violate any of the ASD20 Student Network Agreement policies and the policies on this High Plains Responsible Use Agreement, I may lose privileges with my device and/or school technology.

Student Name: _____ Parent Name: _____

Student Signature: _____ Parent Signature: _____

Date: _____ Date: _____



2020-2021

Student-Parent/Guardian

Technology Guidelines and Responsible Use Agreement

For Grades K-12

Technology and Responsible Use

Overview

Academy District 20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phone) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

When signing the Technology and Responsible Use Agreement in the Extended Parent Portal, you are acknowledging that you understand and accept the information in this document.

Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

Digitally Acknowledge the Technology and Responsible Use Agreement

For a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use Agreement, located in Infinite Campus in the Extended Parent Portal.

Digital Device Rules and Guidelines

Policies [IJND](#) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or Academy District 20-owned digital device.

For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#)

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your assigned device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your personal or school-issued digital device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Always Keep the device in its protective case
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets
- Hold your device with both hands

District Accounts for Students

All Academy District 20 students have access to three accounts for educational purposes.

1. Infinite Campus and D20 Network Access (student#)
2. Microsoft (student#@msa.asd20.org)
3. Google (student#@student.asd20.org)

Students in grades 6-12 have an email associated with Microsoft (student#@msa.asd20.org) and Google (student#@student.asd20.org) accounts. This allows students to safely and effectively communicate and collaborate with staff and classmates.

Guidelines and Reminders

- Email should be used for educational purposes
- Parents may check student email at any time
- Students are encouraged to share their password with their parents
- Parents can change the student password at any time
- Academy D20 reserves the right to monitor student email accounts
- Email should be used by the authorized owner of the account
- Students are expected to protect their passwords and should change it if it has been compromised

Digital Cameras

- Many digital devices are equipped with an integrated digital camera. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills
- Cameras are to be used for educational purposes only, under the direction of a teacher
- All videos and photos can only be taken, shared, distributed or posted with the permission of the person being filmed
- Device use is prohibited in private areas, such as locker rooms and restrooms

Digital Images

Any images displayed or stored using district resources (including but not limited to desktop or lock-screen images, avatars, and profile pictures) must comply with the Appropriate Use of Technology Policy ([IJND E1](#)).

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Behaviors and Discipline Related to Student Digital Device Use

- See Administrative Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices

Examples of Unacceptable Use - See [IJND E1](#)

Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material which is defamatory, abusive, obscene, profane, threatening, or sexually explicit
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations)
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser

- Performing tests on the district network to identify security faults or vulnerabilities
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot"
- Possessing or using software without appropriate registration and payment of fees to the software owner
- Using encryption to cloak network traffic, data files, or email communications within the district network
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer
- Storing personal music, videos, or other copyrighted material on any district device
- Attempting to bypass the internet filter in any way

Digital Device Security

Two primary forms of security exist: digital device security and Internet filtering. Academy District 20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.

Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

Internet Filtering at School

Academy District 20 maintains an on-site Internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device. Cell phone data is not filtered by Academy District 20, so all phones should be connected to the district wireless network when used on campus.

While Internet filtering is provided on-campus by Academy School District 20 no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.* All students are expected to utilize only the district network while on school grounds. All Internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

Damaged Equipment

Responsibility

Students are responsible for caring for personal or school-issued devices and equipment they use. Damaged personally-owned devices will not be replaced or repaired by Academy District 20. Situations requiring disciplinary intervention will be processed by the administration at the school level.