PURPOSE

Northwest Community Schools is committed to providing 21st Century learning environments for its students that are characterized by the use of innovative and inspiring teaching methods. The feasibility of a Bring Your Own Device (BYOD) program has been explored. In August 2012, a BYOD pilot program was established at Northwest Middle School. The pilot was expanded to the High School in the fall of 2013. Research about best practices in other districts was reviewed by the NWCS Technology Advisory Committee to frame these guidelines.

As part of this plan, NWCS will now allow students the opportunity to bring their own personal mobile devices to school for educational purposes. With teacher approval, students may use their devices to access and save information from the Internet, collaborate with other learners and utilize the productivity tools available to them.

NWCS will provide you with the opportunity to use personal electronic devices for educational purposes. It will be your responsibility to follow the rules for safe and responsible use. Access to NWCS's network is a privilege. If you fail to abide by these rules, you may be subject to the removal of this privilege and other consequences. You may bring your mobile device to school at your own risk. The District will not be held responsible for lost, stolen or misplaced devices.

You must comply with the Northwest Community Schools' Student Acceptable Use Policy, as well as the following:

- Obey school rules concerning behavior and communication that apply to mobile device use.
- Do not share passwords or personal account information.
- Do not connect with people you do not know.
- Report any suspicious information to a trusted adult immediately.
- Set a password on your device(s).

*See NWCS's Student Acceptable Use Policy, which is the same in all NWCS's school handbooks.

Student Responsibility for Devices

You must comply with the Northwest Community Schools' Student Acceptable Use Policy, as well as the following:

- Record the serial number of your device(s) at home.
- Bring headphones to use with your device(s).
- Place your device(s) on silent/vibrate while working in class unless permission is granted from your teacher for instructional purposes.
- You are not to loan or share personal device(s) with others.
- Clearly label your device(s) and power cords with your name.
- Always turn off and secure your mobile device(s) after each use.
- Mobile device(s) should be brought to school each day fully charged.
- Students are encouraged to bring their device(s) home each day to charge in the evening.
- Refrain from accessing or storing inappropriate content on your device(s) as stated in the NWCS Student Acceptable Use Policy.
- You many not send, post, or possess materials that are inappropriate, abusive, obscene, pornographic, sexually oriented, threatening, harassing, or damaging to another's reputation, or illegal, including cyber bullying and "sexting".
- Refrain from accessing District resources, including the network, to knowingly alter, damage, or delete District property.
- Monitor all activity on your account.
- For document storage, you are encouraged to utilize alternative methods such as emailing documents to yourself or the utilizing a "cloud" storage program.
- Ask permission before recording an individual or group. Northwest Community Schools retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission to publish a photograph or video of any school related activity.
- You should not expect that files stored on district servers will always be private.

Violation of these rules may result in suspension or revocation of system access and/or suspension or revocation of permission to use personal electronic devices for instructional purposes while on campus, as well as other disciplinary action, in accordance with the Student Code of Conduct.

*See NWCS Student Acceptable Use Policy, which is the same in all NWCS school handbooks

Appropriate USE

As with any device that is used on campus, there is an appropriate time and place. Below are the grade levels and permissible situations for use. Building administrators and teachers have the final say on the procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

Time and Location for Appropriate Use

Location and Time	$6^{th} - 8^{th}$ grades	$9^{th} - 12^{th}$ grades
Before /After School	Yes	Yes
In class when my teacher designates use for learning	Yes	Yes
During passing period	No	Yes
During Lunch	Yes	Yes

Parent/Guardian Responsibilities

- Discuss with your children the importance of practicing responsible digital behavior with mobile devices.
- Talk to your children about values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio.

Wireless Information

You must use Northwest Community Schools' free wireless connection when on campus. NWCS is not responsible for personal charges accessing other wireless connections or data charges. When you log into the Guest wireless network, you are accepting the terms of the NWCS Technology Acceptable Use Policy. You will have filtered Internet access just as if you were using a district owned device. You may not disable or attempt to disable any filtering service used by the district.

Use the following information to access the wireless network set up to be used as part of this initiative:

WIRELESS NETWORK NAME:

NETWORK PASWORD:

Frequently Asked Questions

What if I don't have access to a mobile device? Will my grades suffer? No, if you do not have access to a personal device, you will be provided with an alternate way of completing the assignment. A district- owned device may be provided based on availability.

I need to print a document that I just created. Why is there not a printer listed when I try to print? Like shared folders, printers are networked differently on the campus and will not be available when you login to the Guest network. Some printing solutions include emailing the document to your teacher to print or saving it to a flash drive or cloud storage and printing from home.

What happens if I break or lose my device while I am at school? You may bring your mobile device to school at your own risk, just like any other personal item. The district is not responsible for lost, stolen, or misplaced devices.

If I cannot get my device to connect to the network, can I get help from someone on campus? It is not the responsibility of your teachers or NWCS staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

Will I have to use my own data plan to access the Internet when on campus? Free wireless access is provided by Northwest Community Schools. You must use the NWCS filtered wireless connection when on campus. NWCS is not responsible for personal charges accessing other wireless connections or data charges.

How do I save my work? - It is encouraged that you email documents to yourself or utilize "Cloud" storage programs to store your data.

Am I still held accountable for the Student Acceptable Use Policy even though this is my own personal mobile device? Yes. The AUP for NWCS remains in effect even when you are using our own device.

Recommendation of Devices for Students

Android Tablets

- Nexus 7
- Kindle Fire
- Kindle Fire HD
- Samsung Galaxy Tabs (Nearly and Make or Model)
- Nexus 10
- Asus Transformer
- Nook HD

Apple

- Ipad
- Ipad Mini
- Ipod Touch

Windows

- Surface
- Surface RT

Smartphones
Any Iphone, or Android Phone (with Android 2.3 os or greater)

The devices should be capable of the following:

- Surf the Web, use the Internet
- Play YouTube
- Take Notes
- Use Cloud Storage of some type, google drive of MS Skydrive
- Preferably have a front and rear camera, some of the android tablet on our list do not have the front camera
- E-Reader capable, Kindle, E-Pub and PDF Files

Bring Your Own Device (BYOD) Administrative Guidelines Receipt Form

Student Name   _____

                                                   Last   *First*   *M.I.*

Student Grade Level: _____

Student   _____   _____

                             Print   *Signature*

Parent   _____   _____

                             Print   *Signature*

Student Technology Use Guidelines

I have read the Northwest Community Schools' Bring Your Own Device (BYOD) Administrative Guidelines. I understand my student is permitted to bring personal electronic devices subject to NWCS policies, regulations and guidelines as stated in the student handbook and this document. I also understand there will be disciplinary action for failure of my student to abide by these policies, regulations and guidelines. (Initial the appropriate response)

Yes _____ No _____