



BRING YOUR OWN DEVICE (BYOD) STUDENT & PARENT GUIDELINES

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TECHNOLOGY, ENABLING LEARNING FOR ALL - ANY TIME, ANY PLACE

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BYOD Program Overview

What is BYOD?

BYOD (Bring Your Own Device) is the policy of allowing students to use personally owned technology devices at school.

BYOD Rationale

The Bring Your Own Device (BYOD) initiative provides access to Information Communication Technology (ICT) resources that support students, teachers, and administrators in preparation and development of identified 21st- century skills and the Common Core State Standards. Broward County Public Schools utilizes the [Framework for 21st Century Learning](#) developed by The Partnership for 21st Century Skills. The Student Outcomes identified include:

- Knowledge of Core Subjects and 21st Century Themes
- Life and Career Skills
- Learning and Innovation Skills
- Information, Media, and Technology Skills.

Definition and Purpose of Information Communication Technology (ICT)

For the purposes of these guidelines, information communication technologies include the Internet, the World Wide Web (WWW), on-line services, digital content, e-mail, other internet-related services, computer networks and devices, and other applicable services or technologies either currently in use or to be implemented in the future. **These guidelines apply to all information communication technologies, whether or not owned by the school district, in use on school grounds or at school activities.**

Overview of BYOD Program

The BYOD program allows students in participating schools and classrooms to use their personally owned Wi-Fi- enabled devices (laptops, smart phones, tablets) to connect to the District's BYOD network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

BYOD will transform the student learning experience through the use of ICT by engaging students in formal information learning opportunities to develop skills necessary for success in the 21st century.



Objective of BYOD at it relates to the Classroom

“To be ready for college, workforce training and life in a technological society, students need the ability to gather, comprehend, evaluate, synthesize and report on information and ideas, to conduct original research in order to answer questions or solve problems, and to analyze and create a high volume and extensive range of print and non-print texts, in media forms old and new. The need to produce and consume media is embedded into every aspect of today’s curriculum.” (Common Core State Standards Introduction, page 4)

Open communication, advancing technology, and active collaboration are instrumental in helping facilitate student success in preparation for career and college readiness. BYOD has the potential to advance this effort further by promoting the use of multiple avenues and tools for instruction that encourages and engages students to embrace learning in a 24/7 environment while developing their 21st century technology skills.

As part of a comprehensive educational plan that addresses and ensures equal access to technology and resources to all students, BYOD has the potential to:

- Bridge the gap between institutional learning and societal learning to improve student preparation for real world careers and citizenship;
- Maximize opportunities for students to integrate personally owned devices into their learning to become both critical *consumers and producers* of educational content, including:
 - reading, watching, listening to, and interacting with educational materials
 - creating content, documents and multi-media presentations
 - collaborating with teachers, peers and experts in the field
- Provide access to reliable and safe infrastructures, networks and educational opportunities for classroom instruction that fosters safe and effective use of technologies anytime and anyplace;
- Offer students the access and the opportunity to construct their own learning environments that allow them to achieve academically while acquiring the necessary skills to be successful and life-long learners in the 21st century, inspiring Critical Thinking, Communication, Collaboration, and Creativity;
- Allow students increased access to digital tools and content to connect with educators, peers, experts, information and resources beyond the school walls and traditional school day;
- Provide students real-time feedback, encourage the exchange of information and ideas through the use of assessment and documentation of educational activities making students accountable for their learning;



- Allow students to receive and submit assignments digitally from any location encouraging continued learning outside traditional classroom walls;
- Enable students to learn how to utilize mobile devices and social networking as tools for life-long learning in an appropriate and effective manner.

Supporting Sources:

Common Core State Standards-Key Design Considerations

<http://www.corestandards.org/ELA-Literacy/introduction/key-design-consideration>

National Educational Technology Plan 2010

<http://www.ed.gov/sites/default/files/netp2010.pdf>

The Partnership for 21st Century Skills

<http://www.p21.org>

Florida Educational Technology Plan

<http://floridatechplan.org/>

Pennsylvania School Boards Association – Student Delegation Program

http://www.psba.org/workshops/student-delegate-program/hot-topics-2012/hot_topic-bring_your_own_technology.pdf

Broward Guidelines and Policies for ICT Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.

The following Policies and Guidelines are in place for *Information Communication Technology* (ICT) use in Broward County Public Schools.

- BCPS Policies <http://web.broward.k12.fl.us/sbbcpolicies>
Policy 5306 “School and District Technology Usage”
Policy 6318 “Copyrighted Materials - Reproduction & Usage”
Policy 4212 “Intellectual Property”
- District Information Security Guidelines <http://www.broward.k12.fl.us/erp/itsupport/security.html>
- BCPS “Email Guidelines” – <http://www.broward.k12.fl.us/cab/cabdocs/emailguidelines.pdf>
- BCPS “Student Code of Conduct” – <http://www.browardschools.com/codeofconduct.asp>
- Digital Citizenship & Internet Safety – <http://stem.browardschools.com/technology/dc/>



Technical Overview

Technical Specifications

Recommended Specifications for Student Devices

- Wireless networking capability using 802.11 g or n to access the District filtered network
- Color Screen
- On screen or external keyboard or other means for entering text
- Audio-out port and earbuds or headphones
- Device must be fully charged at the start of each school day and must have a minimum 4 hours of use from one battery charge.
- Students are responsible to bring their own accessories i.e. charger & headphones
- Capability to run a full functioning, recent web browser (Firefox, Internet Explorer, Google Chrome, Safari)
- Virus protection program installed and up-to-date with latest virus definitions (for computers running a Windows or Macintosh computer operating system) – provided by the student.
- Device must be able to run an e-Book reader application
- Device must be able to play video files

Using your device

Policies and procedures established for use of cell phone and other electronic devices apply to the use of BYOD devices. Students interested in participating in the BYOD program, must register their device and complete the *Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form*. Students are only permitted to use the mobile device for programs, websites, and tools specified by the classroom teacher. The classroom teacher will define the use of the personal devices. Please refer to the section of this document called *Broward Guidelines and Policies on ICT Use*.



Network Connection

Students will be allowed to connect to the District's Wi-Fi to access the Internet and specified school resources. BYOD devices will not be connected to wired Ethernet ports. They will not be allowed to use their 3G / 4G wireless network while at school due to CIPA & Security filtering requirements. .

When students use the wireless connection at their school, they will not be using their data plans or text messaging. The tools that will be used in the classroom should not be of any cost to the student as long as they connect to the wireless network. Access to the District's network is available but not guaranteed in all classrooms at all times. All communications made through the District's network are subject to filtering and monitoring. School staff will monitor student use of personal devices in the classroom.

Printing

Currently there is no printing option from your personally owned device. You will not have access to a printer on the school campus from your device. If printing is necessary, you will need to make arrangements to save the document to a jump drive so you can print at an approved site on campus, or print at home. In any case, think before you ink, you just might save a tree!

Charging your device: Power management

It is the responsibility of the student to bring their device to school charged since they will be using them on battery power while at school. Many teachers will be willing to allow students to charge their devices in their classrooms when they are not using them. Also, some schools may have identified charging stations setup for students to charge their device. BCPS will not be obligated to provide a power outlet for a personally owned device. Remember never to leave your device unattended! Device should be placed in an energy saving mode when not in use

Backing-Up Files

Depending on the assignment, you may find that you need to save a file to a disk or USB drive. You may be working with web-based applications. These web-based applications will save your files to the Internet and/or give you a URL link that you can submit to your teacher for a grade. It is the responsibility of the student to make sure any work saved locally on their own device is backed up regularly.



Technical Help/Support

Students who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not BCPS devices and the District does not have the resources at this time to troubleshoot issues. Some teachers may be knowledgeable with your device and willing to help if time allows.

- Device hardware must be maintained by the owner of the device.
- Device software must be maintained by the owner of the device.
- District owned software is not to be installed on a personally owned device.

Damage/Loss/Theft of Personal Devices

The school and the school board assume no responsibility for theft, loss, damage, or vandalism to personal technology devices brought to school. Students are responsible for bringing their personal device back and forth to school every day.

- Owners of personal devices incur certain risks in choosing to bring their equipment onsite and will be responsible for any and all damage that may result in this choice. BCPS will not be held responsible for any physical damage, loss, or theft that could occur within district facilities.
- BCPS will not be held responsible for any damage that may occur as a result of connecting to the BCPS network or any power outlet within district facilities.
- BCPS will not be held liable for any software or operating system corruption which includes, but is not limited, to the result of a spyware, adware, worms, viruses, Trojan horses, or malicious activity by another on the network.

NOTE: Users should make a backup of their data prior to connecting to the BCPS network.

Tips to avoid damage and loss:

- When not in use, keep the device in a padded bag
- Cases and covers for devices are encouraged to personalize devices and protect devices from damage.
- Do not leave the device unattended.

Tips to avoid theft:

- Do not share devices.
- Write your name on your device's case/cover before bringing the device to school.
- Devices should be configured with a passcode
- Confidential/Sensitive data should not be stored on a personal device



Photography, Video Recording, & Social Networks (Refer to Code of Conduct & Legal)

Students are not allowed to post photos or videos taken on devices to the Internet, especially social networking sites. Disciplinary action will result.

BCPS Network – Web 2.0 & Internet Safety Plan

- Access to the Internet provided on the BCPS network will be filtered in accordance with the Child Internet Protection Act (CIPA).
- BCPS reserves the right to inspect, at any time, any personally owned device. Illegal, malicious, inappropriate activities including, but not limited to hacking, cyber-bullying, offensive/obscene materials are strictly prohibited. Inappropriate materials found on a personally owned device are considered a punishable offense. Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network and/or referral to proper authorities for legal action.
- Personally owned devices are to be used for academic purposes only. Participation in online gaming, downloading of files larger than 100MB, viewing or listening to streaming media without educational value are all activities that are not allowed, even on personally owned devices, while connected to the BCPS network.
- Device must have all critical system security patches applied and latest virus definitions in place prior to connecting to the BCPS network. Device must be scanned daily, prior to connecting to the BCPS network and be free from spyware, adware, worms, viruses, and Trojan horses. All Peer-to-Peer (P2P) software must be uninstalled.
- BYOD devices will not be joined to the browardschools domain
- A Personal Property Release form must be completed and signed. This form must be filed at each site. When the person is no longer using their device at BCPS, District software must be removed. The release form must be dated and signed once the software is removed. It is recommended schools add this to their end of year/exit checklist.
- A user may not connect more than two BYOD devices to the network at any given time. This allows a common scenario of a user with both a laptop and a smartphone to be connected but prevents abusing the privilege.
- BCPS wireless access for BYOD devices is a privilege not an obligation and may be discontinued at any time at the discretion of Broward County Public Schools. Abuse or misuse of the BCPS network will result in the loss of privilege to connect.



Broward County Public Schools
Web 2.0 & Internet Safety Plan Student & Parent Authorization Form

In order for your student to actively participate in the Bring Your Own Device (BYOD) program, this form and the following forms must be completed, signed and returned to your child's school.

Student's Name: _____ Student ID: _____

School Year: _____

Teacher's Name: _____

INITIAL ONLY ONE OF THE FOLLOWING CHOICES

I DO AUTHORIZE my student [_____(parent/guardian initials)] to participate in collaborative online environments that require individual student accounts. I give permission for sharing of my student's works and performances on/with educational Web 2.0 resources, including but not limited to sites, blogs, wikis, and podcasts. I understand that there will be no identifying information (last names) posted. Work may be used by the teacher for future reference as examples of student work. I grant permission to the teacher to create an account for free educational related websites for students under 13 years of age.

I DO NOT [_____(parent/guardian initials)] authorize my student to participate in collaborative online environments that require individual student accounts.

Print Parent/Guardian Name _____

Parent/Guardian Signature: _____ Date: ___/___/___

Student's Name Printed _____

Student's Signature: _____ Date: ___/___/___



BROWARD COUNTY PUBLIC SCHOOLS
PERSONALLY OWNED COMPUTING/NETWORK DEVICE
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

The expectation of the BYOD program is to provide multiple avenues and tools for instruction that will encourage and engage students to embrace learning, while providing students with the technology skills to benefit them for the rest of their lives. Thank you for taking the time to review the procedures below with your students. Your child will be provided a technology device by the school if they do not participate in the BYOD program.

I, _____ agree to let _____
Name of parent or guardian **Name of student**

bring their personally owned computing device for instructional use in Broward County Public Schools (BCPS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that Broward County Public Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that BCPS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

BCPS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the BCPS network, but only when this equipment is used in school on the BCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the BCPS network (not private cellular service) for internet access while on BCPS property.

I have verified my student is aware that all aspects of the Broward County Public School's Guidelines and Policies on Information Communication Technology (ICT) use. Access applies to the use and care of their personal device while on BCPS property or while involved in any BCPS sponsored event/activity.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the BCPS curriculum. Uses of these devices for unrelated activities beyond or outside the BCPS educational program are prohibited.

Parent or Guardian's Signature

___/___/___
Date

Student Acceptance:

I agree to adhere to the Policies and Guidelines in place for Information Communication Technology (ICT) use in Broward County Public Schools. I will utilize the device(s) for instructional purposes only while at any BCPS school or on the BCPS network.

Student Signature

Student ID

___/___/___
Date



BROWARD COUNTY PUBLIC SCHOOLS
PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND
DEVICE USE AGREEMENT REGISTRATION FORM

To be filled in by Parent/Guardian: You may fill out this form to register up to 3 devices. If you need assistance with collecting this information, please ask a member of your school technology support team.

	DEVICE 1	DEVICE 2	DEVICE 3
Device Type (make and model)			
Serial Number			

Print Parent/Guardian Name _____

Parent/Guardian Signature: _____ Date: ___/___/___

Student's Name Printed _____



Glossary

Code of Student Conduct – The Code of Student Conduct provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations of the policy. <http://www.browardschools.com/codeofconduct.asp>

School and District Technology Usage Policy 5306 – This policy defines the appropriate use of technology. This policy describes how computers and networks must be used to support research and instructional activities in the classrooms, labs, and media centers. It also includes the use of digital resources that are provided by SBBC. <http://www.broward.k12.fl.us/sbbcpolicies/>

Blog (short for “weblog”) – a blog is an online website where individuals can post information in reverse chronological order, similar to a journal.

Browser – a software application installed on a device used to view websites. Internet Explorer, Safari, and Mozilla Firefox are three examples.

BYOD – Acronym which stands for “Bring Your Own Device.” The BYOD Program allows students whose teachers are participating in the BYOD program to bring their own personal technology (from the approved list) and use their personal devices as a learning tool in the classroom.

CIPA – Children’s Internet Protection Act-requires that K-12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for the receipt of certain federal funding

Information Communication Technology (ICT) – ICT covers any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form.

USB drive – a storage device used in the USB ports of computers and laptops to save and transport files.

WiFi or Wireless Connection – a device can connect to a wireless network to gain Internet access that does not require using a paid cellular data plan.

Wiki – a wiki website is a website that is easy to create, edit, and link new pages. Anyone can edit or modify a wiki, making them excellent for collaboration among students creating a webpage. The wikis used in the classroom can be managed and monitored by the teacher and shared through a URL link.

Web 2.0 tools – this term refers to the many resources that are now available online that individuals can use to easily create and publish online; examples of Web 2.0 tools are wiki websites, blogs, word cloud creators, online collaborative environments, audio recording websites, etc.

