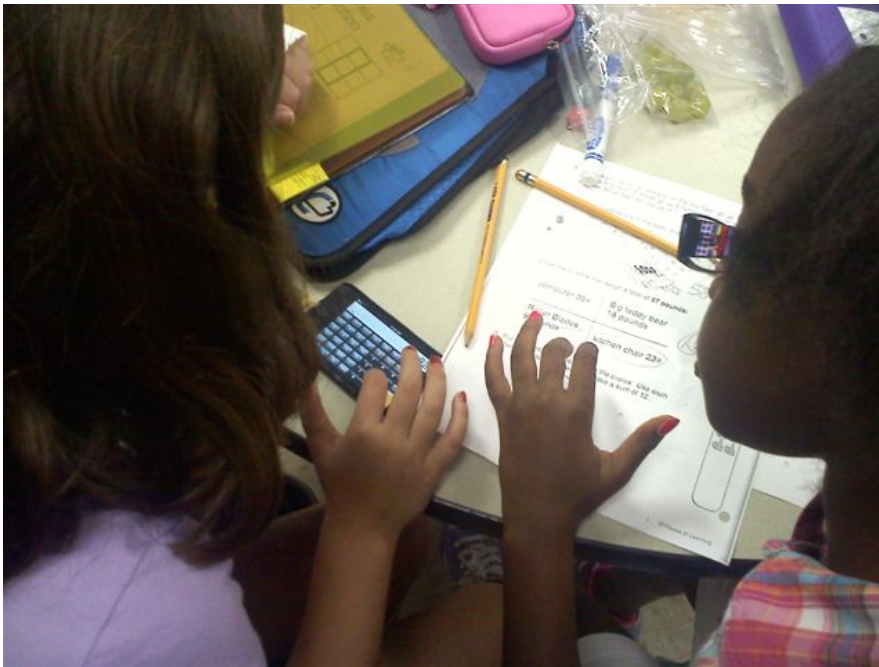


Coweta County Schools BYOT Project Guide



Created by CCSS BYOT Team

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PURPOSE

The Coweta County School System (CCSS) is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into every classroom. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, CCSS will pilot a project that will allow students to access our wireless network using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use productivity tools provided by Coweta County Schools. This document is intended to be a living document and may be modified as new items come forward.

PLAN

Students in pilot classrooms may bring their own technology tools to their school campus. Users will be prompted to accept the following terms of use prior to each attempt at connecting to the CCSS network:

CCSS is providing wireless connectivity as a service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the CCSS wireless network is entirely at the risk of the user, and CCSS is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. By entering, "Accept" below, you are agreeing to all cautions and policies as they pertain to non-district devices.

Students, staff, or parents who do not accept the terms of service will not be able to access the CCSS network. The terms of service prompt will post each time a user attempts to use this network. Once on the network, all users will have filtered internet access just as they would on a district owned device. All teacher users will be filtered at the student level when using personal technology devices.

FREQUENTLY ASKED QUESTIONS

STUDENTS

I have turned in my signed copy the CCSS Internet Acceptable Use Agreement. Can I start bringing my device to school?

Answer: Students must also turn in an additional BYOT Responsible Use Agreement for pilot schools. Pilot school teachers and students can bring personal devices approved for use to school after submitting both documents.

I have my device with me in class. How do I get on the internet now?

Answer: Most laptops or other personal devices will detect a wireless connection when you are near one. Most of the time your technology device will ask you if you would like to join the network. When prompted, choose [Student Internet Access](#) from the list. When prompted, enter the password: cowetacounty. Once you choose this network, open your web browser. Use your current CCSS account username and password to login to the iPrism filter.

My device is not prompting me to choose a wireless network. Is there another way to connect?

Answer: In the settings menu of your device, there is usually an icon for a network. Go to this icon and choose [Student Internet Access](#) from the list or prompt your computer to look for wireless networks in range. Always consult your tool's owner's manual for exact directions for accessing a wireless network.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions.

I just can't get my laptop to connect to the network. Can I get some help from someone?

Answer: It is not the responsibility of your teachers or other CCSS staff to troubleshoot individual devices. Check your owner's manual for issues concerning connectivity.

I need to save my work to the CCSS network. Why can't I access this resource?

Answer: You are on the wireless network. It is not the same as the network you would normally access from a campus computer. You will not see your shared folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or a cloud source.

I need to print the spreadsheet I just created. Why is there no printer listed when I try this?

Answer: Like the shared folders, printers are networked differently on the campus and will not be available when you login to the wireless network. Some printing solutions include: emailing the document to your teacher to print, save it to a flash drive and print it from home or another campus computer. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other campus administrator.

My laptop was stolen when I brought it to school. Who should I contact about this?

Answer: Bringing your own technology tools to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. CCSS is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?

Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school. The network you are using while at school belongs to CCSS and will be filtered.

I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows internet access without using the CCSS wireless access. Is this allowable?

Answer: Students are expected to follow the submitted Responsible use procedures when accessing the internet through any device. All students are expected to use their CCSS login to access the internet. Students should not access the internet through any cellular data provider while on campus.

Am I still held accountable for the Internet Acceptable Use Agreement I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Internet Acceptable Use Agreement for CCSS remains in effect even when you are using your own laptop, smart phone, iPad, etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on the campus with a campus administrator. You can review this policy here:

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IFBG&Sch=4046&S=4046&RevNo=1.60&C=I&Z=P>

Why can't my little brother bring his laptop to school? He is in the 8th grade.

Answer: We are limiting this privilege to pilot classrooms. This "pilot" will help us determine the best way to carry out this plan on other campuses. Lessons learned from this project will be used to make the needed changes to expand the program for other users.

FREQUENTLY ASKED QUESTIONS

STAFF

My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology tools in the classroom?

Answer: We encourage teachers to leverage student owned technology tools in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request or call the help desk?

Answer: No. Students who cannot access the CCSS wireless network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device. These are not CCSS devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

I have students and staff on my campus who are accessing the internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops, hence bypassing the filter. Is this allowable?

Answer: Students are expected to follow the submitted Internet Acceptable Use Agreement when accessing the internet through any device.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Answer: Yes. Campus staff can also access the guest network. Keep in mind that the wireless network is going to be filtered at the student level for everyone accessing it. Campus printers will not be accessible with your own devices as well.

One of my students was using his laptop to bully another student on campus. How do I handle this?

Answer: Any disciplinary infractions that occur from using technology tools should be referred to a campus administrator. This would be a student code of conduct issue.

Will students have access to any common software packages via the wireless network access?

Answer: No locally installed software packages will be available. We will continue to evaluate the pilot and the needs for the future and make changes based on campus recommendations. All web based resources provided by the county will be accessible to the students.

What shall I do if one of my student's devices is damaged or stolen?

Answer: Any theft issues should be handled as you normally would on your campus. CCSS is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

FREQUENTLY ASKED QUESTIONS

PARENTS

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?

Answer: Your son will have access to any of the web based software school campuses currently use (databases, library search tools, etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player)

As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate in the pilot. While on the CCSS wireless network, students will be monitored through the district's filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my daughter accessing the internet using her own laptop. Is this allowable in this pilot plan?

Answer: You may choose for your daughter to not accept the terms of use required for bringing a personal device to school. Your daughter would still need to submit the CCSS Internet Acceptable Use Agreement to use district owned devices. The school will provide, whenever possible, a district owned device for use within the class period as needed for instructional purposes at the discretion of the teacher.

If my daughter's laptop is stolen or damaged, what recourse can I take?

Answer: The district is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps.

What are the campus/classroom rules for using student owned devices including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers or campus administration for his/her expectations.

Where can I see the Internet Acceptable Use Agreement?

Answer: Board policy is available online at the following link:

<https://eboard.eboardsolutions.com/Index.aspx?S=4046>

The pilot responsible use agreement can be accessed from the CCSS website at <http://www.cowetaschools.org/>

BYOT RESPONSIBLE USE

Pilot school participants are expected to return a signed BYOT Responsible Use Agreement prior to bringing a personal device to school in addition to the *CCSS Internet Acceptable Use Agreement*. The agreement is found on the following pages.

BYOT RESPONSIBLE USE AGREEMENT

As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction. To enhance learning, students in pilot schools may now bring their own technology to campuses piloting the BYOT initiative.

Definition of Technology - For purposes of BYOT, "Technology" means personally owned wireless portable electronic equipment used for instructional purposes. **All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the CCSS wireless network.**

Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology.

Internet - All Internet access shall occur using the CCSS wireless network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.

Security and Damages - Responsibility to keep privately owned devices secure rests with the individual owner. The Coweta County School System, its staff or employees, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Student Agreement - The use of personal technology to provide educational material is not a necessity, but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOT must adhere to all Board policies. Additionally:

- ✓ Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- ✓ The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- ✓ The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- ✓ The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the *CCSS Internet Acceptable Use Agreement*.
- ✓ The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- ✓ Students must comply with teachers' request to turn off the device.

Students acknowledge and agree that:

- ✓ The school's network filters will be applied to the CCSS wireless network access to the internet and should not be circumvented.
- ✓ The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- ✓ Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.
- ✓ The students remain subject to all other school behavior rules.

I understand and will abide by the above guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or use of personal and district device privileges as well as other disciplinary action.

Printed student name: _____

Student signature: _____ Date: _____

Printed parent/guardian name: _____

Parent/guardian signature: _____ Date: _____