**Hooks Independent School District**



## What is BYOD?

BYOD stands for "***Bring Your Own Device***." BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes to meet their learning needs under the direction of a teacher or administrator. For the purposes of BYOD, "Device" means a wireless and/or portable electronic piece of equipment that includes ***Smart Phones, Laptops, Netbooks, Tablets, and Chromebooks***.

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# Overview

In continuing our efforts to provide more access for students, we will be allowing students to bring their own wireless mobile learning devices for use at school. This will allow for students to ***access our secure network*** with their own device within the school day through a common portal. This includes personal laptops, smart phones, netbooks, tablet devices and iPods.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally-owned devices that can be used to allow them to learn in their own style and at their own pace. This Student Centered model leverages technology to promote anywhere/anytime learning for all students. With digital learning, every student can access high quality and rigorous instruction, thereby maximizing their opportunity for success in school and beyond. Combining technology and a focused, purposefully integrated curriculum can help students stay on task, and engage in a true Student Centered model.

While we are excited to offer this opportunity for our students and believe it will provide benefits in learning for students, we have developed guidelines in order to ensure that learning is the key focus and we promote the use of technology to enhance this experience for students and staff. As we support students, through their learning experiences, to take advantage of Web 2.0 tools to collaborate, do their homework, access resources, etc. the BYOD program allows students to use their own device in a way that provides access to our system and ***filtered network*** while at school.

Users will be prompted to accept terms of use prior to accessing Hook's wireless public access. Those who do not accept the ***terms of service*** will not be able to access the HISD Network. The ***terms of service*** prompt will appear each time an outside user attempts to log into this network. Once on the HISD network, all users will have filtered access to the internet just as they would on a district-owned device. Students will be required to only use the HISD network with their devices while on campus. Use of a 3G/4G cellular connection to obtain an unfiltered connection is not allowed.

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# STUDENT FAQs.

### *I have my BYOD device with me in class. How do I get on the Internet now?*

Most devices these days will automatically detect a wireless signal when one is within range. Most of the time, the device will "ask" you if you want to join the network. When prompted, choose "HISD Student WIFI" from the list. Once you choose the network, you will be prompted to accept the terms of service/log in using your district ID and password.

### *My device is not prompting me to choose a wireless network. Is there any other way to connect?*

In the settings menu of your device, there is usually an icon for a network, go to this icon and choose the HISD Student WIFI from the list or prompt your computer to look for wireless networks in range. Always consult your computer's owner's manual for exact directions for accessing a wireless network.

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

The teacher in the classroom is the final say on procedures in the classroom. If he or she asks you not to use your personal technology, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

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

Resources may be available to help you connect to the HISD Student WIFI Network on campus; however, you will need to consult with school staff for these resources. It is not the responsibility of your teachers or other HISD staff to troubleshoot individual devices during the school day, but they may direct students to the appropriate help available during lunch or after school. It is suggested that students check their owner's manual for issues concerning connectivity.

### *How do I save my work?*

Students will be encouraged to utilize Google and the Google Docs applications. Students should use these resources to save work, so it can be accessed from anywhere.

### *I need to print the something I just created, can I do this?*

Printing from personal devices is not available. Students are encouraged to email documents/projects, or share them via Google Docs, to faculty & staff when appropriate in lieu of printing**.**

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

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 to have in case of theft. HISD 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?*

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 tool you use to access it while in a public school. While the device is yours, the network you are using while at school belongs to HISD and must be filtered.

### *Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal device?*

Yes. The Acceptable Use Policy for HISD remains in effect even when you are using your own laptop, smart phone, iPad etc.

### *What can I use my device for during class?*

Students may use their device during class with the permission of their classroom teacher. Please understand that some teachers will allow devices to be used for a variety of reasons based on their classroom and the specific activity being done during a class. What is allowable one day may not be so the next, based on this information. Students are strongly encouraged to check with their individual classroom teachers for clarification on when and how to use their device(s).

### *Can school staff "search" the content of my device?*

Yes. Any searches will follow applicable laws as they pertain to schools. There will not be random searches of devices. Typical things that give schools a need to search include but are not limited to things such as cheating or plagiarism, bullying, harassment, sharing or showing inappropriate or illegal content such as pornography. It is expected that any personal devices used in school will contain only "school appropriate" content.

### *Is there a place that I can charge my device?*

It is expected that you bring your device to school fully charged; however, if there are available electrical outlets in the classroom, the teacher may allow students to plug in devices for charging. Under no circumstance should a student leave his/her device unattended in order to charge it.

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***Can I use my 3G/4G cellular connection while in school?***

No. You are required to only use the HISD filtered network while in school. Failure to do so will result in disciplinary action, and could result in revocation of this privilege.

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# STAFF FAQs.

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

No. Although we encourage teachers to leverage the student owned technology tools in their classroom for learning, there is no requirement of teachers to allow this.

***Some of my students cannot access the network on their devices or phones. I don't have time in a class period to help them with this. Should I put in a Tech Request?***

No. Students who cannot access the guest 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 school-owned 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 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 a violation of the student AUP?***

This is not an AUP violation because the student is not bypassing the filter on the network. However, we do not want students using an unfiltered internet connection while at school. If you see students using this type of connection, please have them disconnect, and report it to an administrator.

***I have my own device. I would like to utilize these tools at work. Does this new plan include campus staff?***

Yes. Staff can access the HISD Staff network. Staff can log in on their personal devices just like they do on district owned devices. This should be limited to work related tasks, and the district will continue to provide the equipment needed for your job.

***I believe one of my students may have been using his device to bully another student. Should I call the technology office concerning this problem?***

No. Any disciplinary infractions that occur from using technology tools should be referred to a school administrator. This would be student code of conduct issue.

***Will students have access to any common software packages via the guest network access?***
All students are encouraged to utilize Google Application, and can use those tools for their work.

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### *Should I call the Tech Office if a student owned device is damaged, lost or stolen?*

No. These issues should be handled as you normally would on your campus. HISD 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.

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# PARENTS FAQs.

### What are the school/classroom rules for using student-owned devices including phones?

Devices are intended and will be used for educational purposes only during class hours. Teachers make the decisions for any tools used in the classroom; student owned equipment will be no different. It will be up to the individual teachers to communicate their expectations to parents and students for their specific classes and courses. The purpose of BYOD is to use technology for educational purposes. As such, texting for social or family purposes during or between classes is not permitted. However, students will be permitted to text/call/listen to music using their devices during lunch in the commons area only. Students are asked to use the office phone for emergencies. Use of cell phones in the hallways, between classes, or for any non-educational endeavor (with the exception of lunchtime) may result in the device being confiscated. Students are reminded that the use of technology to bully or harass someone is never acceptable. This is a violation of both technology use policies and behavioral expectations. Cyberbullying and harassment will be dealt with using regular disciplinary procedures.

### Is my student required to have her own device?

No. Bringing Your Own Device is merely an option for students who prefer to use their own technology. The school provides access to any technology that is required.

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

Your child will have access to any of the web based software high 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 personal device?

No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required. While on the HISD 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 son/daughter accessing the Internet using her own device. I would like to allow her to continue using his/her device for productivity, but not the Internet.
Yes, your son/daughter will have to willingly not use the internet at school. It is not the responsibility of staff to ensure he/she has not accessed the Web on his/her own technology device.

### *If my son/daughter's device is stolen or damaged, what recourse can I take?*

The district is not responsible for any damage or theft of student owned equipment. Installing tracking software on your own device may help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to a school administrator, so he/she can take appropriate steps. You may also wish to consult your home owners insurance to see about theft coverage.

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# Hooks School District
# Student Acceptable Use Guide

Hooks School District is providing students access to the district's electronic network. This network includes Internet access, computer services, computer and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. In compliance with the Children's Internet Protection Act (CIPA), the district recognizes the importance of safety training. This document contains the rules and procedures for students' acceptable use of the Hooks School District electronic network. The terms of the guide will be followed while using both district and student owned equipment.

- The Hooks School District electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

- The Hooks School District electronic network has not been established as a public access service or a public forum. Hooks School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.

- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

- The district reserves the right to monitor all activity on this electronic network. Students will repay the district for any damage that is caused by students' inappropriate use of the network.

- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities, as well as the law, in the use of the Hooks School District electronic network.

- It is our policy to require *direct on-site* supervision while students are using district owned equipment. This means that a staff member is physically present in the room in which the network is being accessed/ utilized by a student. Direct supervision is defined as eye contact, either electronically or physically, with the student's computer screen by a staff member.

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## Terms and Conditions

While utilizing any portion of the Hooks School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or spamming.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Hooks School District electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Hooks School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not use district equipment, the network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (Cyberbullying)
- In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users' activities. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:
- Teaching students how to find educationally appropriate electronic materials.
- Teaching students how to judge the educational suitability of electronic materials.
- Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- Teaching students proper safety and security procedures when using electronic mail, chat rooms, social networking, and other forms of direct electronic communication.
- Provide guidance on safe use of the internet.

# Hooks Independent School District

## Google Apps in Educational Applications

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, HISD must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept HISD's terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an "AUP".

## Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

## System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Hooks School District electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.

- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Hooks School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

## Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

## Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

## Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

## Student Rights

- Students' right to free speech applies to communication on the Internet. The Hooks School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the

alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
- Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

## Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

## Violations of this Acceptable Use Policy

- Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:
- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities
- The consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

# Hooks Independent School District

## Student Expectations and General Maintenance

**As a learner I will.....**

1. Look after my device carefully at all times.
   - Devices will never be left unattended
   - Devices must be situated securely on the work surface
   - Protect the device from careless or malicious damage
   - Transport the device in an appropriate case
   - Carry the device in the closed position with 2 hands

2. Ensure the device is charged every evening and is ready for use the next day.

3. Store my device in my locker when not in use.

4. Be on the task assigned by my teacher at all times. Devices will ONLY be used for educational purposes as directed by the Hooks School District staff.

5. Keep all updates current on my device.

6. Be sure all files are saved before powering off or putting my device to sleep.