



## **Grosse Pointe Public School System “Bring Your Own Device (BYOD)” Technology Handbook [Updated August 2021]**

### **Definition**

Bring Your Own Device (BYOD) allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: Chromebooks and laptops (smartphones and eReaders are not included). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

### **Purpose**

GPPSS is preparing all students for college and career. Part of that preparation is to help students practice responsible use of technology at school as well as learn about ways to use computing devices for productivity, time management, research, and creativity. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to build their 21st Century skills in the areas of collaboration, creativity, communication and critical thinking. To that end, the District provides technology for students to use in school but cannot purchase enough technology to ensure that each student has a dedicated device to use daily. BYOD allows families who want their children to have a dedicated device to do so.

### **Bring Your Own Device**

GPPSS offers filtered and managed wireless access. This means that GPPSS is compliant with federal regulations requiring districts to restrict student access to websites or other Internet resources that are not appropriate for minors based on content or commercial interests requiring students to divulge personal information. Students who bring a personal computing device to school must agree to the District’s filtering and security policies. Uses of devices in the classroom are for educational purposes only and are subject to individual teacher approval.

GPPSS BYOD will enable students grades 5-12 to bring their devices to school.

### **Guidelines**

When using a student owned device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes could result in confiscation of the student owned device by a teacher or administrator. Students may also be subject to disciplinary action. Serious offenses such as cyber-bullying or violent threats may be reported to the local authorities. The District does not permit recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is strictly prohibited.

### **Responsibility for Devices**

Like any other personal item a student might bring to school such as a cell phone, backpack, etc., electronic devices that students bring to school are the property of the student. Parents who are concerned about whether their child is responsible or mature enough to have a computing device at school should not participate in BYOD. Not participating means that students will use District owned technology and may have to share that technology with other students. GPPSS always partners with students and parents to promote a safe learning environment that works with children at their age and developmental level. Therefore, GPPSS understands that a 6th grade student bringing a device to school will need more adult guidance for the care and use of that device at school than her 11th grade sibling doing the same. With that said, parents should understand the following when considering whether to purchase a device for their child to use at school:

- The electronic devices that students bring to school are their sole responsibility.
- The campus or district is not liable for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices may be confiscated for investigation in accordance with District Policy.
- Students are expected to keep their devices and not loan them to others.
- Students are expected to follow the GPPSS Acceptable Use Policy.

### **Responsible Use of Technology**

- Use unique passwords that are not easy for others to figure out or confiscate.
- Do not share passwords.
- Keep addresses, phone numbers, and other personal information private.
- Do not connect with people you do not know personally.
- Students may not bypass or attempt to bypass district filters or security.
- Report any suspicious information to an adult immediately.
- Photos and video are to be taken only when directed by the classroom teacher.
- Devices must be on silent unless otherwise directed.
- Any time any student is on campus, the use of their BYOD device is for educational purposes. Streaming any media (videos, games, etc) is prohibited.
- Rules regarding any non-BYOD devices (i.e. cell phone, eReaders, etc.) will fall under individual school policy.

### **Appropriate Student Use**

As with any tool, there are appropriate places and times for the use of devices on the campus network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

## GPPSS Bring Your Own Device Program Hardware Recommendations

The following information is meant to guide parents when making a decision about what kind of device to purchase for BYOD. Students may ask for something with many bells and whistles but for the purposes of GPPSS, students need a device that is durable, fits in a backpack or case, and able to join the district wireless network. Parents should not expect to spend more than \$300 dollars for a suitable device. Therefore, we recommend that you do not spend so much money that you or your student feel stressed about taking the device to school. There are many mid-level Chromebooks on the market that work exceptionally well.

Chromebooks are the strongly suggested BYOD device that GPPSS would best support.

For high school students, a laptop may be a better choice given that college and career preparation requires students to be familiar with more robust computing applications and tools.

### Technical Specifications

GPPSS recommends Personal Computing Devices that have the following characteristics:

- 10" or larger screen size
- Keyboard with lid to close for classroom management
- Wireless Access

<b>This includes these types of devices...</b>	<b>...and excludes these types of devices...</b>
<ul style="list-style-type: none"><li>• Chromebooks</li><li>• Laptops</li></ul>	<ul style="list-style-type: none"><li>• Smartphones</li><li>• Mini Tablets</li><li>• E-Readers</li><li>• Tablets without keyboards</li></ul>

1. Current Mac, PC or Google operating system (laptop, PC or Chromebook)
2. Android OS and iOS devices are not suitable as BYOD devices. This means that mobile devices like iPads, Kindles and android tablets will not perform all of what we need our devices to do,
3. Smartphones are unsuitable as BYOD devices and will not be permitted to connect to the GPPSS wireless network.

## **GPPSS Bring Your Own Device Program Frequently Asked Questions**

**Q: What is “Bring Your Own Device”?**

**A:** BYOD (Bring Your Own Device) is a means by which students may bring their own portable devices such as a laptop or chromebook.

**Q: Does my child really need to bring a device to school? Isn't a home computer adequate?**

**A:** Your child does not *need* to bring their own device to school. However, you may want your child to have his/her own device to use at school and at home. The School District is committed to preparing students to learn in a 21st Century environment, and will be utilizing technology in the classroom frequently. Home computers are often shared by several people and may not be readily available during your child's homework window.

**Q: I am concerned that my child will abuse the Internet and/or be targeted by a predator.**

**A:** While connected to the Internet from school your student must pass through GPPSS's firewall, which includes Internet filtering, monitoring and site blocking. The firewall does an excellent job of protecting students who are abiding by rules and not looking for ways to circumvent the web filter.

Common Sense Media – <http://www.commonsensemedia.org> – is a free online resource with educational parent videos that can help open a dialog between parent and student regarding Internet safety, privacy and ethical use.

Any student that utilizes a Chromebook while logged in under their school username will have additional internet filtering provided via a program called Securly.

**Q: How can my child's computing device connect to the Internet?**

**A:** The Grosse Pointe Public School System provides a wireless network to which students may connect while using their devices in the building.

**Q: Are there suggested accessories?**

**A:** A protective sleeve or cover is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video.

**Q: How long will this tool last for my student? Will it take them through (middle school, high school)?**

**A:** There are many new technologies such as cloud computing and web based applications that may affect the long-term usefulness of your student's device; although these factors cannot be controlled, GPPSS tries to make infrastructure upgrades that accommodate a wide range of devices types and ages. Generally speaking, a device that is older than 5 years of age may not perform as well as a newer device.

**Q: Will the district technology department provide support for the devices that my student brings?**

**A:** The school staff will work with the student to determine if there are minor setting problems, battery issues, or other simple solutions. The district site techs are not authorized to upgrade or reload software, operating systems, or troubleshoot/repair hardware.

## Whose Responsibility Is It?

**Q: Who pays for BYOD technology?**

**A:** BYOD devices will be purchased by and remain the property of the family.

**Q: Who is responsible for any repairs or updating to personal computing devices?**

**A:** Students and/or their families are responsible for their personal computing devices at all times.

**Q: Who is responsible for damage, loss, or theft of devices your child brings to school?**

**A:** A BYOD is the personal property of the family/child. Therefore, GPPSS is not responsible for damage, loss or theft. This is why we recommend you not purchase a device with a high price tag. The most likely thing to happen to your child's device is that they will misplace it, leave it at school or accidentally crack or damage a screen. In most cases, devices that are misplaced or left at school get found and returned as long as the device has an identifier on it. It is a good idea to put a permanent identifier on your student's device. This serves as a theft deterrent and makes it easier to find the true owner if it gets misplaced or left at school.

**Q: Will the family need to have Internet access at home?**

**A:** It is not required in order for BYOD but it is recommended since students sometimes have homework that may require Internet access. Public libraries and other places like Starbucks also provide free wifi access.

## Miscellaneous Information

**Q: Will my child need to have a signed Acceptable Use Policy on file?**

**A:** Yes. In order for the Grosse Pointe Public School System to supervise student use of the computer network and the Internet, both the Student Acceptable Use Policy and the Bring Your Own Device - Student Technology Acceptable Use Addendum forms must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Grosse Pointe Public School System.

Additionally, parents must specifically authorize their student's use of the Internet and the release of **Personally Identifiable Information** inherent with the use of G Suite for Education and other online services.

**Q: Where will my child's work be stored?**

**A:** Students will be encouraged to store their work on their district provided Google Drive accounts. In doing so, the student will have access to their work wherever they have Internet access.

**Q. Why doesn't the school or District provide a device for each student?**

**A.** GPPSS is committed to providing technology necessary for students to use as part of their grade appropriate educational program but, under current educational funding allocations, does not have the year over year operational monies to purchase, maintain, and refresh the 7,000+ devices that would be required to provide a device for each student.