

## Lutheran High School

### BYOD (Bring Your Own Device) - Student, Teacher and Parent Guide

#### PURPOSE

Lutheran High School is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, LHS will now allow high school students and staff to access the LHS wireless network using their own technology devices (laptops, netbooks, smart phones, iPads, etc.) 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 the productivity tools loaded on their devices.

With the availability of content and information that is so readily accessible to students through the Internet, the role of the teacher *must* move from strictly being a deliverer of content to a guide and facilitator of learning within the classroom. LHS will promote, when appropriate, the use of the “flip.” That is, that content can be watched/listened to/learned outside the classroom with the “work” done in the classroom. BYOD is a step toward facilitating an environment where teacher is both “sage on the stage” AND “guide on the side.”

Most students already have or will have personal devices that can be used to access information, communicate, and organize their lives. Lutheran High School desires to create a learning environment that moves away from banning their use to teaching students appropriate use of devices both in an educational environment and in “real life.”

**Please remember that having a personal technology device is not mandatory to be a student at Lutheran High School. LHS also does not recommend any particular device.** If a certain device or software program is needed for a particular class, LHS will provide it for the student. **This is not a “parent-paid for 1:1 initiative”.** The goal of BYOD at LHS is simply to allow, under a teacher’s discretion, students to use their personal devices. This can take on a myriad of forms. For instance, students could:

- Complete a book report on their netbook and email it to their teacher from the cafeteria lunch table.
- Make a quick voice note to themselves with the daily math assignment on their phone.
- Type notes into their iPad during class using Evernote.
- Enter in due dates into their electronic calendar.
- View a teacher’s webpage or listen to his/her podcast during study hall.
- Snap a picture of the lecture notes on the white board.
- Allow Grandma and Grandpa to view their class presentation using Facetime or Skype.
- Access the Internet during class to research for projects or group efforts.
- Complete assignments using Google docs.
- Create blogs to discuss reading assignments.

While the use of personal devices in the classroom is left to the discretion of the teacher, LHS will be encouraging their teachers to allow their use when appropriate. Teachers will be encouraged to use “the cloud” and not be tied to specific hardware or software.

## **PLAN**

Beginning at Lutheran High School during the second semester of the 2011-2012 school year, students may bring their own technology devices to school. Users must first sign an Acceptable Use Policy (AUP), which states in part:

***LHS is providing wireless connectivity as a guest 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 LHS wireless network is entirely at the risk of the user, and LHS 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. All users of the LHS network are bound by the school's AUP.***

Students and staff who do not accept the terms of service are not allowed to use the LHS Network. Once on the LHS network, all users will have filtered Internet access just as they would on a school-owned device.

## **FREQUENTLY ASKED QUESTIONS**

### **STUDENTS**

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

Most laptops or other personal devices (smart phones) will detect a wireless connection when you are near one (wireless must be turned on). Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose **LHSwireless** from the list. You will then be prompted to enter the wireless access password.

***My laptop is not prompting me to choose a wireless network. Is there another 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 **LHSwireless** from the list or prompt your computer to look for a wireless network. Always consult your device's owner's manual for exact directions for accessing a wireless network.

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

Students who cannot access the LHS 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 (not during class time). These are not LHS devices and the school is not allocating resources at this time to troubleshoot issues.

***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?***

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

***I need to save my work in my LHS home folder. Why can't I access this resource?***

Your LHS home folder is on a Microsoft file server. You can access it (mapping the H: drive) using a Microsoft Windows laptop. Access using other devices may work but is not guaranteed.

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

Like home folders, printers are implemented using Microsoft print servers and they may not be accessible from all devices. You must know how to add a printer. An alternative printing solution is saving to a flash drive and printing 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 administrators.

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

Bringing your own technology device 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. LHS is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. If a theft occurs, you should contact the principal to make them aware of the offense. Devices should be in a locked locker when not in use.

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

Student filtering is required by federal law 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 school. Your laptop or phone is the device. Even though LHS is a private school, the network you are using while at school belongs to LHS and will be filtered.

***Am I still held accountable for the Acceptable Use Policy (AUP) I signed even though this is my own personal device?***

**Yes.** The AUP for LHS remains in effect even when you are using your own laptop, smart phone, iPad, etc. 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.

***Am I able to connect my laptop to an open network port and gain access to the Internet?***

**No.** LHS is only providing access to personal devices through the wireless network.

***Will there be a penalty to my grade if I do not have my own device?***

**No.** Devices are never required and therefore, a grade cannot be impacted.

## STAFF

***Do I, as the teacher, have the choice when students can use their technology devices?***

Students may use technology at the discretion of the teachers as the lesson warrants the use.

***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 with the IT Coordinator?***

**No.** Students who cannot access the LHS wireless network, or who may have technical issues with their technology device, need to take care of this issue outside of the classroom by working with their user's manual that came with the device. These are not LHS devices, and the school 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 LHS network, but instead using a provider's data plan. The use of technology for inappropriate purposes, however, does not exempt students from being governed by the code of conduct at LHS and our Student-Parent Handbook.

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

**Yes.** Campus staff can also access the LHS wireless network. When prompted, choose **LHSwireless** from the list. You will be prompted for the wireless access password.

***One of my students was using his laptop to bully another student on campus. Should I inform the IT Coordinator concerning this problem?***

**No.** Any disciplinary infractions that occur from using technology devices should be referred to the principal. This would be a student code of conduct issue.

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

Students will only have access to the software on their device. They will not have access to other software due to license limitations.

## PARENTS

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

Your son will have access to any of the web-based software our school currently uses (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 device?***

**No.** Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required. While on the LHS network, students will be monitored through the school'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. I would like to allow her to use her computer for productivity, but not the Internet. Is this possible within this plan?***

**Yes.** Your daughter may choose not to accept the terms of use; however, the rules outlined in the AUP still apply for technology use of any kind (Internet or other). Also, it is not the responsibility of campus staff to ensure she has not accessed the Web on her own technology device.

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

The school is not responsible for any damage or theft of student-owned equipment. Installing tracking software like *Absolute Software* can 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 the principal.

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

Teachers make the final decision for any devices 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.

Students may use their devices between blocks and during lunch with a few exceptions. For reasons related to volume, respect and etiquette in an educational setting, students are not allowed to make phone calls at school during the day unless they use the office or Flex Room. Students may use earbuds/head phones at the discretion of their teachers in the classroom or study hall, but are not to be walking around the building with them in use. Students late to class because of device issues or text messaging will be marked tardy accordingly. Students are not to use devices during or in the chapel setting. Students should keep ringers off during the school day.

Devices used without teacher permission will be turned in to the office. On the second offense, students will be charged a \$5 fee for the return of their device and parents will be informed. If there is a third offense, students will be charged a \$10 fee for the return of their device and it must be retrieved by a parent/guardian from school.

