NNPS Bring Your Own Device Guidelines for Students

What Students, Parents / Guardians, Educators, and Administrators Should Know

Rationale

NNPS believes in operating Safe, Smart Schools so that each of its students can become College, Career, and Citizen-ready. Leveraging digital technologies to improve student learning experiences is a key part in fulfilling that mission. Many students that we serve own devices such as smart phones, tablets, laptops, and e-readers that can supplement their learning if used appropriately in the classroom. The purpose of the Bring Your Own Device (BYOD) initiative is to move further into the digital learning age by facilitating safe and productive use of such devices and thereby to empower students to take more active ownership of their own learning.

Types of Devices

Many different types of devices qualify for inclusion in the BYOD initiative. Smart phones, tablet computers, e-readers, and laptop computers are just some examples. Even certain handheld gaming devices have web-browsing components that may make them suitable for educational use in the BYOD initiative. The only requirement for a device that needs network access is that it be able to connect to a secured Wi-Fi network (802.11g or newer) and that its MAC address can be found in its settings. The only requirement for a device that does not need network access is that it must have the potential for legitimate educational uses. Students and their parents must make reasoned and informed decisions about which devices may or may not be appropriate to bring to schools given the rest of these guidelines.

Acceptable Use

Providing opportunities for students to use their devices for educational purposes shall fall under the professional discretion of the classroom educator. The educator may allow or disallow students in classrooms to supplement NNPS device usage or curricular material usage with devices which students bring to school.

Sample uses would be to allow students to perform research via websites, to participate in informal assessments via electronic polling or surveys, to read electronic texts, and to send messages to educators via educationally-appropriate social networks – all falling under educational use as directed by the educator.

No element of the BYOD initiative shall *require* any classroom educator to provide opportunities for students to use their own devices; the classroom educator shall exercise professional authority to allow or disallow such use in all cases. Furthermore, no classroom educator shall create an assignment, assessment, or learning experience in which student devices are *required*; NNPS devices must be available to students in such cases when technology use is required in a learning environment and no suitable student devices are available.

No students shall be required to share their devices with others students. To avoid loss, theft, and damage, sharing of student devices with other students is not permitted.

Parent / Guardian and Student Agreement

In order to participate in the BYOD initiative, students and their parents or guardians must review and agree to the guidelines and acknowledge consent by signing and returning the BYOD Agreement Form to their schools. No student shall be permitted to participate without the signed agreement.

Responsibilities – Students

Students shall adhere to the agreements made in the Rights and Responsibilities Handbook, the Student-Parent-School Partnership form and the BYOD Agreement Form. All elements of the Internet Acceptable Use Procedures shall be adhered to when using the NNPS wireless network regardless of the owner of the device. Students shall use their devices responsibly and for educational purposes under the direction of the classroom educator. Students shall take all reasonable steps to keep their devices physically secure and free of malware, e.g. running up to date anti-virus software and using a lock code or device password if possible. Students shall ensure that their BYOD privileges are not revoked by exercising good judgment with respect to their use.

Responsibilities – Parents / Guardians

Parents / guardians shall adhere to the agreements made in the Rights and Responsibilities Handbook, the Student-Parent-School Partnership form and the BYOD Agreement Form. Parents / guardians shall help their children to take all reasonable steps to keep their devices physically secure and free of malware, e.g. running up to date anti-virus software and using a lock code or device password if possible. Parents / guardians shall encourage their children to exercise good judgment with respect to device use and shall not unduly attempt to contact students during instructional time via text messages, E-Mails, or phone calls that would disturb the classroom learning environment.

Responsibilities – Educators

Educators shall use sound professional judgment when creating opportunities for students to use their devices for educational purposes. Such opportunities shall always allow for safe and productive learning environments to be maintained. Educators shall disallow student device usage in instances when safety and productivity would be compromised. Educators shall make clear their stances on student device usage in their classrooms. Educators shall communicate appropriately with administrators and parents if students violate the letter or spirit of the BYOD initiative.

Responsibilities – Administrators

Administrators shall continue to support safe and productive learning environments by encouraging sound professional judgments by their educators with respect to opportunities for student device usage. Administrators shall encourage innovative uses through instructional conversations with educators. Administrators shall respond effectively to student disciplinary issues with respect to inappropriate device usage.

Potential Consequences of Misuse

Above all, NNPS strives to maintain safe and productive learning environments. Students are therefore expected to adhere to the policies, procedures, and guidelines established for safety and productivity at all school sites. Students that choose to ignore, circumvent, or directly counteract those efforts with respect to their device usage will face consequences for doing so. These consequences may include but are not limited to revocation of BYOD privileges, confiscation of devices (to be returned only to parents or guardians), or suspensions. Administrators shall determine appropriate consequences for students whom misuse devices based on the Rights and Responsibilities Handbook, the BYOD Agreement Form, and / or the Internet Acceptable Use Procedures along with their professional judgment. Classroom educators have immediate authority to revoke BYOD privileges in their own classrooms and may recommend to administrators full revocation.

Loss, Theft, and Damage

Students are solely responsible for the care of devices they choose to bring to school. NNPS shall not be held responsible for lost, stolen, or damaged student devices nor for malware devices may inadvertently acquire via the NNPS wireless network. Students are strongly encouraged to keep devices secured at all times when not in use. No students shall be required to share their devices with other students. To avoid loss, theft, and damage, sharing of student devices with other students is not permitted. Lock codes or device passwords are encouraged.

Technical Support

Students shall be responsible for their own technical support and for making sure that they have the most up to date software installed for their own devices' protection. NNPS staff members shall not provide technical support for any non-NNPS-owned technologies. This prohibition includes troubleshooting student devices for software and hardware issues and removing malware from devices. However, electronic and printed tip-sheets for connecting student devices to the NNPS wireless network will be made available.

Technical – Networks

Devices That Need Network Access and Devices That Do Not

The BYOD initiative applies to both devices that need wireless network access and devices that do not. For example, a Kindle e-reader that already has books loaded would not need wireless network access, but the guidelines with respect to appropriate use, charging, loss, etc. still apply. Devices that need wireless network access will have a network available as outlined below.

NNPS vs. non-NNPS Networks

Student devices shall be permitted to connect to the NNPS-BYOD network that is provided by NNPS when students are directed to use their devices for educational purposes under the supervision of the classroom educator. This network is separate from the network provided for NNPS-owned devices and therefore not all NNPS computing resources such as My Documents folders will be available to students; appropriately-filtered web access will be available, however.

Student devices may already have access to non-NNPS networks such as 3G/4G mobile phone networks. Such networks shall not be accessed by students when their devices are being used for educational purposes under the supervision of the classroom educator – all educational use should flow through the NNPS-BYOD network. NNPS shall not be held responsible for content viewed or charges accrued on student devices via such non-NNPS networks and students may face disciplinary actions for accessing such networks inappropriately.

Filtering

The wireless network provided by NNPS for student devices filters content under the federal guidelines outlined in the Children's Internet Protection Act (CIPA.) Per that law, material considered a) obscene, b) child pornography, or c) harmful to minors falls under the blocked category consistent with the network filtering NNPS provides to NNPS-owned devices. Additionally, material considered to be harmful to network security such as websites that spread viruses or other malware are blocked. However, no filtering system is perfect and therefore if students find sites containing CIPA-inappropriate content they should inform their classroom educators.

Technical – Connecting, Charging, and Software

Connecting to NNPS Devices

Student devices are not permitted to connect to NNPS computers either via cables or wirelessly such as for syncing, charging, or sharing of media.

Charging

Students should ensure that their devices are charged prior to bringing them to school. Students shall not attempt to charge their devices in NNPS buildings. Attempts to do so would raise issues related to electrical circuit overloads, fire safety, and safety of physical movement in common spaces.

Software Installation

While educators may recommend certain software for student use, including apps for mobile devices, no educator shall *require* the use of specific software on student devices. Additionally, no NNPS staff member will install or provide licensing codes for software for student devices. NNPS and its staff members shall not be responsible for any negative consequences to student devices caused by running specific software.

Technical – How to Connect to the NNPS Wireless Network

The following are steps to take for connecting common operating systems / devices to the NNPS-BYOD network. However, in all cases a device's MAC address must first be supplied to school personnel and then registered on the network. This is done via the BYOD Agreement Form.

iOS

Under Settings, select *Wi-Fi*. Select NNPS-BYOD. The device will then attempt to connect. No username or password will be required.

Android

Under Settings, select *Wireless controls* or *Wireless & Networks* and then *Wi-Fi Settings*. Select NNPS-BYOD. The device will then attempt to connect. No username or password will be required.

Mac OS X

Click the Wi-Fi icon in the upper right and select NNPS-BYOD. The device will then attempt to connect. No username or password will be required.

Windows 7 / Vista

Click the Wi-Fi icon in the system tray and select NNPS-BYOD. The device will then attempt to connect. No username or password will be required.

Windows XP

Right-click on the Wi-Fi icon in the system tray and then select *View Available Wireless Networks*. Click on NNPS-BYOD and then *Connect*. The device will then attempt to connect. No username or password will be required.

E-Readers / Other Tablets

E-readers may or may not be compatible with the NNPS-BYOD network. Under the network settings of the particular device, select NNPS-BYOD as the network and attempt to connect.

Frequently Asked Questions for Parents / Guardians

Do I have to supply a device for my child to bring to school?

No, participation in the BYOD initiative is completely voluntary. NNPS will continue to supply devices to students when technology is to be infused in a particular learning experience.

Should I go out and buy a laptop or tablet for my child?

Before making any purchase specifically for BYOD participation, you should have a conversation with your child's educators to determine how frequently devices may be used and for what purposes. NNPS cannot recommend one device over another, but all students will have NNPS devices available when technology is to be a part of instruction. No student will need a personally-owned device to get the full benefit of NNPS educational experiences.

Do I need to buy certain software for my child's device?

No specific software will be required by classroom educators. Educators will attempt to have students leverage whatever software they may have available on the device; if needed software is not available, an NNPS device with the software can be substituted. Students are encouraged to have protection software if their devices are susceptible to malware, but NNPS cannot provide recommendations for specific software nor will NNPS be held liable for charges for such software.

When can my child use his or her device at school?

Each classroom educator has the discretion to allow or disallow any device during any part of the class session. You can speak with your child's educators for general rules of thumb. Use of devices outside of class sessions (such as during class changes or at lunch) are at the discretion of the school administrators.

What happens if my child runs up cellular network charges while using a device in school?

NNPS supplies a Wi-Fi network that is free for students to use as a benefit of their participation in the BYOD initiative. Students should not use their own cellular networks / data plans while in school, and NNPS is not liable for any charges that accrue if they do so.

What about Internet filtering? Can my child accidentally access websites that are not appropriate for school?

The NNPS-BYOD network is filtered per the Federal government's CIPA guidelines. All reasonable precautions are taken to block access to categories of content that violate CIPA. However, no filtering system is perfect and therefore students may inadvertently visit sites with inappropriate content. If that happens, students should inform their classroom educators.

Is it possible for my child to perform all their work and turn in all their assignments using his or her device?

No, it is not. Much of the work students will be assigned must be done by hand or using tools not available on many mobile devices. In some cases, the classroom educator may have a system for handing out and accepting work electronically, but that will vary by school, by educator, and by assignment.

What about my child texting and sending E-mail?

Communications by students such as texting and E-mail may in fact be allowed or disallowed depending on the nature of the work going on in a classroom. The educator will make clear to all students when such use is appropriate and when it is not.

May I text, E-Mail, or call my child during school hours?

Communications to students such as text messaging, E-mail, and phone calls frequently disturb the learning environment of the classroom. Please refrain from contacting your child in those manners during instructional time. Emergency contacts can always be made through the school office.

Can my child take his or her e-reader to school to read during the day?

E-readers such as Kindles and Nooks are allowed under the BYOD initiative (assuming the BYOD Agreement Form has been signed and returned.) The times and situations during which they can be used for casual, self-selected readings are determined by individual classroom educators. You can speak with your child's educators for recommendations on e-reader use in school.