



## Bring Your Own Device to School Guide (BYOD)

### DEFINITIONS

Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device (excluding cell phones, Smart watches, Airpods or other headphones) brought into the school and owned by a student (or the student's family), staff or guests.

### PURPOSE

Elder Dr. Francis Whiskeyjack is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into academic content to:

- › acquire, share, evaluate and create digital information
- › achieve media and technology literacy
- › maintain a safe and ethical online environment

Students should bring a student-owned device that will be used in the classroom to support instruction and learning. With classroom teacher direction, students are to use their own devices (Chromebook, laptop, Mac product) in the classroom to access, interact and save information from the Internet, communicate with other learners and use productivity tools to create assignments/projects or take classroom assessments. *If you are unable, financially or otherwise, to provide your child with a device, please contact the school to discuss alternatives.*

Students may use existing devices such as a Chromebook, but any other device (besides a cell phone) that will run Chrome efficiently is also acceptable. (Cell phones are not allowed for classroom work). Some considerations to keep in mind when choosing a device are how long the device will hold battery power, how easily it can be transported to and from school, and how easily it can work with Chrome. A Chromebook is a good choice because of the above features, plus:

1. EPSB uses Google Apps for Education. When a student signs into either a school-owned or personal Chromebook using their Google Apps account, they get access to all of their school files, mail, sites, photos, and calendars available through the district.
2. Quick boot-up time of under 10 seconds means you can be ready to use it quickly.
3. Long battery life and fast-charge. Typically 8-10 hours of battery life for all Chromebooks with a Solid-State hard drive (SSD).
4. A full, physical keyboard for word processing.
5. A web camera and microphone.
6. Always up-to-date, no software to buy. Chrome OS updates automatically, and the student's Google Apps for Education account includes all of the software they will need.
7. More and more of the school's textbooks are online, and the best device to access the textbooks and to do the classroom work is on the Chromebook.

## PURCHASE OPTIONS

Low cost retail Chromebooks typically cost between \$250 and \$400. Models from several manufacturers are available online and in-store through retailers like Staples or BestBuy. Another option is through the Chromebook Parent Purchase Program (EPSB) All units include a 3 year-depot warranty through the seller.

## ACCESS

Access to the Internet is provided via the EPSB wireless local area network. Students bringing their own device still must follow the Student Rights and Responsibilities agreement and the Responsible Use of Technology Agreement. By accepting the Terms and Conditions, users will be expected to uphold the contents of the RUTA as well as the Student Code of Conduct on their student-owned devices while on school property.

**Students are accountable for their behaviour when using technology, including when a student's online behaviour outside of the school building or beyond the school day impacts others in the school community. A range of responses as outlined in HG.BP – Student Behaviour and Conduct, including loss of technology privileges, may be put in place to address unacceptable use of technology.**

## THEFT, LOSS, OR DAMAGE

EPSB, Elder Dr. Francis Whiskeyjack, or any employee of the school or district is not liable or responsible for any theft, damage or loss of any non-district device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

## COMMUNICATION/DATA PLAN FEES

Elder Dr. Francis Whiskeyjack and the Edmonton Public School Board are not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or Internet use on any student-owned device is the sole responsibility of the owner.

## COMMON GUIDELINES AND EXPECTATIONS

Each classroom teacher will choose whether or not the student-owned device will be used within the classroom each day. Depending on the specific instruction planned for that period, student-owned devices may or may not be used. Each teacher will be responsible for communicating expectations of student-owned device usage in their classroom.

Students are **not allowed to use cell phones** in their classes so this is not an acceptable learning device at any time.

*For FAQ's (frequently asked questions) in regard to our Bring Your Own Device policy, please refer to our website at <https://elderfranciswhiskeyjack.epsb.ca>*

## FAQ's FOR STUDENTS:

Do I need to have anti-virus software on my laptop?

- It is strongly recommended that students update their anti-virus software before bringing their device(s) onto school property. EPSB will not provide an antivirus solution for personal devices. Anti-virus software is NOT required for Chromebooks.

Do I have to register my device with school administrators or teachers?

- No, you are responsible for your own technology. However, remember that it is completely up to the Administration or classroom teacher(s) as to whether you can use your technology. Classroom technology usage can change on a daily basis.

How will I know if I can use my technology in each of my classrooms?

- Each of your teachers will communicate if and how your device will be used in their classrooms.

Can I access Snapchat, Tik Tok or other social media on my device?

- We will follow the new standards announced by the provincial government relative to limiting the use of social media on school networks. It is important to remember that even though you are using your personal technology, you must comply with the School's Rights and Responsibilities document which guides all conduct using any technology.

Can I use my device in all of my classes?

- That is up to the teacher in each of your classrooms. Each teacher is responsible for the classroom environment and will share the expectations of the classroom to their students.

How do I save my work?

- You can save your work files to your Google Drive. Google Drive is the cloud storage option provided to all students as part of their Google Workspace for Education account.

How do I print from my own device?

- At this time, there is no printing allowed from student-owned devices, though this may be added in the future. If you need to print, it is recommended that you email the document to yourself or save it on a flash drive, log in on a school-owned device to retrieve and print. You may also be able to send it to a teacher if you get prior permission from the specific teacher.

What do I do if my device is stolen or damaged?

- It is the responsibility of the owner to keep his/her personal technology safe and secure. Anytime there is theft or damage, you should notify your teacher and/or Administration. *The District, school, or any employees of the District, are not responsible for theft, loss or damage to your personal device(s).*

Will I be able to charge my battery at school?

- While Elder Dr. Francis Whiskeyjack provides abundant access to electrical outlets, students are encouraged to charge their technology prior to coming to school each day. *Families should also consider the battery life of the device they are purchasing for school use.*

Am I still held accountable for the schools acceptable use policy in the Student Rights and Responsibilities document even though this is my own personal device?

- Yes, your obligations to acceptable use remain in effect when you are using ANY device. Each time you access the network at school, regardless of the device used, you are expected to abide by the Terms and Conditions of the EPSB Student Technology AUA and the School's Rights and Responsibilities agreement. Violating the Terms and Conditions of these would be a Student Code of Conduct violation and would be dealt with accordingly, including, but not limited to, confiscating and searching your device's contents.

## FAQ's FOR PARENTS:

As a parent, am I allowed to use the guest network?

- Yes, if you are at Elder Dr. Francis Whiskeyjack School you may use the network as long as you accept the Terms and Conditions of the wireless service.

If my child uses their own technology at school, will they be able to access things they normally do not when using District technology?

- Anyone connecting to the District wireless network will be filtered in the same way as using District-owned technology.

What if I do not want my child to use the internet?

- If your child does not choose to login or accept the Terms of Service, then they will not be allowed on the internet. Please inform the principal, assistant principal, or homeroom teacher and instruct your child in this manner.

What if my child's laptop or other technology device is stolen?

- The District, school, or any employees of the District, are not responsible for theft, loss or damage of student-owned devices.

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 School Administrator so the appropriate steps can be taken.

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

- Teachers will make the final decisions for any technology used in their classrooms; student-owned devices would be no different. It will be up to the individual classroom teachers to communicate their expectations to students and parents. Feel free to contact your child's teacher(s) or Administration for his/her expectations. Note that all schools will follow the Provincial standards that restrict cell phone use during class time.

Each school year, students and parents will review the school **Student Rights and Responsibilities document** which outlines student expectations including use of the Division network, school and personal technology - please see this document for our cell phone and acceptable use of technology information in September.