

## ST. PAUL'S MIDDLE SCHOOL/HYBRID HIGH SCHOOL

### BRING YOUR OWN DEVICE POLICY

#### **PURPOSE:**

St. Paul's Lutheran School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, SPMS will allow personal devices, within our guidelines, to come to school with the students. SPMS strives to provide appropriate and adequate technology to support instructional purposes.

**Taking part in this opportunity is completely optional FOR MIDDLE SCHOOL STUDENTS, and students who do not participate in B.Y. O.D. will not be penalized and alternate modes of participation will be available. This is a requirement for Hybrid High School Students.**

An important component of the B.Y.O.D. will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in St. Paul's Acceptable Use Policy, students will be required to allow the IT department Administrative Rights and to download a computer monitoring software application for school wide safety. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

#### **DEVICE TYPES:**

For the purpose of this program, the word "device" will include: laptops or tablets with the following guidelines:

Minimum Device Requirements:

Windows 7 or later

MS Office (Word, PowerPoint, Excel at a minimum) – a subscription lease from St. Paul's would be available for a small fee.

Google Chrome browser

4 hour minimum battery life

At least 7 inch screen

Keyboard

Some examples of devices that meet the requirements are:

Asus Transformer Mini T102HA

Lenovo Flex 5

Dell Inspiron 11 3000 Series

HP Pavillion x360

\*\* Please note, a Chromebook does NOT meet the minimum requirements -- a full-blown version of MS Office is not compatible with the Chromebook.

Please email Mrs. Mosella at [bmosella@stpaulsgb.org](mailto:bmosella@stpaulsgb.org), if you have a device you would like to discuss with her.

#### **GUIDELINES:**

- Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, Acceptable Use Policy and other policies which may apply in the Parent Survival Guide.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom, on specific projects, and all other times students are on St. Paul's campus.
- Headphone use only under teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes.

- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless authorized by a teacher or administrator.
- Devices are for school hour use only and use will not be permitted in BASCC.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum and teacher approved.

**STUDENTS AND PARENTS/GUARDIANS ACKNOWLEDGE THAT:**

- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- If participating in the program, the device must be brought to the school no later than August 21<sup>st</sup> to insure that the IT Coordinator can successfully prepare the device for the first day of school. Any device brought after will be formatted on a first come first serve basis and will not be allowed to be used in school until this has been completed.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Code of Conduct, Acceptable Use Policy and other policies which may apply in the Parent Survival Guide.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school. Charging will only be permitted when students are in their homerooms.

**LOST, STOLEN, OR DAMAGED DEVICES:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. St. Paul’s Lutheran Church, School and BASCC are not responsible for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal device. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

St. Paul’s Lutheran Church, School and BASCC are not responsible for any possible device charges to your account that might be incurred during approved school-related use.

**ACKNOWLEDGEMENT:**

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges, as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_