



BYOD Student and Parent Guide

Lake Orion Community Schools Bring Your Own Device (BYOD)

BYOD, or Bring Your Own Device is the practice of allowing students to bring their own mobile technology devices to school. BYOD allows students who already own mobile devices and most likely already use them at home to use them at school for educational purposes with the permission of the classroom teacher. BYOD increases the amount of technology available in the classroom, giving the students more hands-on access to technology devices for learning.

STUDENT & PARENT PARTICIPATION IN BYOD

Which students are allowed to participate in BYOD?

Middle school students, high school students, and elementary students at participating schools and grade levels will be allowed to engage in BYOD.

Are students required to bring their own mobile device to school?

Participation in Bring Your Own Device (BYOD) is **optional**. Students are NOT required or expected to bring a personal mobile device to school. Parents/Guardians are NOT asked to purchase or send a new or existing mobile device to school with their child. If parents/guardians choose to allow their child to bring a mobile device to school, they are not asked to purchase additional software or apps for their mobile devices.

Which mobile devices are students allowed to bring to school?

Students will be allowed to use mobile devices including laptops, netbooks, tablets, smartphones, and eReaders. Handheld gaming devices and gaming consoles are not allowed. If you choose to send a mobile device to school with your child, please review the **Lake Orion BYOD Mobile Device Chart**, which describes many mobile devices and their potential usefulness for BYOD.

What date can students begin bringing their personal mobile devices to school?

Bring Your Own Device (BYOD) will NOT start on the first day of school. Your child's campus will notify you and share information for parents and students prior to the start date.

How do parents/guardians indicate whether their child is allowed to bring and use a personal device?

Parents/Guardians complete a Student Registration Form at the beginning of the school year or during student registration. On the Student Registration Form, in the Releases section, parents/guardians circle **Yes** or **No** on the Bring Your Own Device (BYOD) item to indicate whether their child may participate in the Bring Your Own Device (BYOD) program.

TEACHER PARTICIPATION IN STUDENT BYOD

Will students be allowed to use their personal mobile devices anytime they want?

The classroom teacher will determine when the use of student-owned devices will be educationally appropriate and will grant students permission to use their personal mobile devices. When students are not using their personal mobile devices for activities that are approved by their classroom teacher, students should silence or turn off their devices and put them away in a location designated by their teacher (e.g. in the student's backpack/purse, in the corner of the student's desk). **Each campus will designate whether students can use their personal mobile devices at other times or in other locations** (e.g. before school, after school, during lunch, in common areas). **When the class has a short-term substitute teacher, students will NOT be allowed to use personal mobile devices.** Long-term substitute teachers may be allowed to facilitate BYOD activities in the classroom at the principal's discretion.

How often will teachers allow students to use their personal mobile devices?

Utilizing BYOD is a significant change in the way teaching and learning take place in the classroom. Some teachers will embrace the change more quickly than others. The amount that BYOD devices will be used will vary between teachers and between courses of study.

How will students who don't bring their own device participate in computer-based activities?

Teachers who plan classroom activities involving student-owned mobile devices will make plans with the understanding that not all students in the class will bring a mobile device. Teachers may arrange for district-owned devices, such as laptops or iPads, to be available in the classroom, or teachers may plan activities that allow for students to collaborate in groups. Students working in collaborative groups will not be required to share their device with another student but may choose to do so.

RESPONSIBLE USE & DIGITAL CITIZENSHIP

Are students required to abide by the Lake Orion Community Schools Technology Acceptable Use Policy for Students even when using a personally-owned mobile device?

<http://www.lakeorion.k12.mi.us/Content/160>

Yes. Each time the student accesses the Lake Orion Community Schools wireless network, the student is accepting the terms of and agreeing to abide by the Lake Orion Community Schools Technology Acceptable Use Policy for Students.

What other rules must students follow when using a personal mobile device?

Students should always use their personal devices in a responsible, appropriate, and respectful way. **The following are some examples of UNACCEPTABLE USE that will result in disciplinary action:**

- **Using a device inside or outside of the classroom in a way that disrupts the educational**

environment, violates the rights of others, or invades the privacy of others, such as using the device to cheat, violate school conduct rules, harass or bully students or staff, or for unlawful purposes.

- **Possessing pornographic images or video on any electronic device.**

Students are allowed to record audio, record video, take photos, or publish, post, disseminate, share or transfer audio, video, or photos **when the following conditions are met:**

- **The student has the permission of the person being recorded or photographed.**

AND

- **The audio, video, or photo/image is part of a teacher-approved activity or project.**

AND

- **The video or photo/image does NOT reveal private parts of the body that are ordinarily covered by clothing.**

Digital Citizenship

Lake Orion Community Schools feels strongly that all students should be prepared to be good citizens in digital environments, just as they are expected to be good citizens in the physical world. Students will receive instruction on the safe and proper way to use technology and on digital citizenship topics including internet safety, privacy & security, relationships & communication, cyberbullying, digital footprints & reputation, self-image & identity, information literacy, and creative credit & copyright.

CONSEQUENCES FOR UNACCEPTABLE TECHNOLOGY OR BYOD CONDUCT

If a student violates Lake Orion Community Schools' Technology Acceptable Use Policy for Students or the Lake Orion Community Schools Bring Your Own Device (BYOD) Student Guidelines, the student may face disciplinary action in accordance with the Student Code of Conduct, including:

- Referral to campus administration for disciplinary action
- The loss of technology and/or BYOD privileges
- Personal mobile device may be confiscated by a teacher or administrator
- Referral to law enforcement authorities

WIRELESS ACCESS

Are students required to use the Lake Orion Community Schools wireless (WiFi) network to access the Internet?

Yes. When a student brings his or her own technology device to a middle school or high school campus and the student needs to access the Internet or online resources, the student is required to login to and use the Lake Orion Community Schools wireless network. The student is NOT allowed to create or join unauthorized wireless or wired networks to bypass Lake Orion Community Schools' filtered wireless network. Some examples of activities that are NOT allowed:

- Using a personal data plan, such as through a 3G/4G connection.
- Connecting a personal mobile device to the Lake Orion Community Schools wired network (Ethernet).
- Creating a wireless access point, wireless router, or open network on a personal mobile device.

Students may connect one device to the LOCS wireless network at a time.

Are student-owned devices subject to Internet filtering?

Yes. After logging in to the Lake Orion Community Schools wireless network, the student's personal technology device will have the same filtered Internet access as district-owned devices. The Children's Internet Protection Act (CIPA) requires all public schools to filter Internet access. Requiring students to utilize Lake Orion Community Schools wireless network on their personal devices allows the district to comply with CIPA: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Can students print to district printers from their personal mobile devices?

No. Printers are on a different network, so they will not be accessible from personal mobile devices.

Can students save documents to their district Home folder (H: drive) from their personal mobile devices?

No. The Lake Orion Community Schools wireless network is designed to give students Internet access only. It is not the same network students access from a district-owned computer. Students will need to save their work on their device or to the cloud using their district Microsoft 365 account.

TECHNICAL SUPPORT & CHARGING BATTERY

What should students do if they have a technical issue with their personal mobile devices?

Lake Orion Community Schools teachers, staff, and Technology Department will NOT be able to provide technical support or troubleshooting advice to students on using personal mobile devices or connecting them to the Lake Orion Community Schools wireless network. **If students bring a personal mobile device to school, they are expected to know how to operate the device on their own.** A student who is having trouble using or connecting his/her personal mobile device should consult the device's owner's manual for help with the issue.

Are students allowed to charge their personal mobile devices at school?

Students who choose to bring a personal mobile device to school should ensure that the device has a **fully-charged battery at the beginning of each day.** Students may be allowed to charge their personal device in the classroom **at the teacher's discretion.**

LIABILITY FOR THEFT, LOSS, DAMAGE, OR CHARGES

What can students/parents do if a student's personal mobile device is stolen, lost, or damaged at school?

If a student's personal mobile device is stolen, lost, or damaged by another student, the student should contact a campus administrator (principal, associate principal, or assistant principal) and/or school resource officer to make him or her aware of the offense. **Lake Orion Community Schools will not be responsible for any theft, loss, or damage to a student's personal mobile device or to content on the personal mobile device while**

the device is at Lake Orion Community Schools or connected to the Lake Orion Community Schools network. It is important to report the theft, loss, or damage to a campus administrator so that the campus can return the device to you if it is turned in, but the campus will not be able to investigate each theft, loss, or damage.

Lake Orion Community Schools will not be held liable for the content already existing on a student's personal mobile device, such as pictures, movies/videos, music, lyrics, games, etc. Lake Orion Community Schools is not responsible for any charges that may occur from the student accessing other connections, such as a student's 3G or 4G data connection, downloading paid apps or software onto a student's personal device, or text messaging.

It may be worth looking into how much and what coverage you have on electronics with your homeowners insurance or possibly adding personal property or home media coverage to your current homeowners insurance policy that may help pay to replace belongings that are stolen or damaged by a covered loss.

What are some ways students can keep their devices safe?

Students should keep their devices with them or locked in their lockers, when available. **Students are required to take their personal mobile devices home with them at the end of every day, or when they leave school for the day to keep the device safe and to recharge its battery.** Students are encouraged to:

- Record your device's manufacturer, model, and serial number. Keep this information at home where you can find it later if you need it.
- Clearly label all personal mobile devices, peripherals, and accessories (e.g. cables, headphones) with the student's first and last name.
- Protect tablets and smartphones with durable cases to protect them from accidental drops or while being carried in a backpack.
- Carry personal mobile devices in a cushioned bag or backpack designed for protecting them.
- Consider installing tracking software or apps that can help locate the equipment if it is stolen.
- If you plan to leave your personal mobile device in your school locker during the day, never share your locker combination with anyone. Ensure that the locker door is fully closed and that the lock is fully locked.
- Take the device home at the end of every day or when leaving school for the day.

HELPING YOUR STUDENT PREPARE FOR BYOD

If you choose to allow your child to bring a personal mobile device to school, **consider having him/her practice the following steps to ensure that he/she is comfortable using the device before bringing it to school:**

- Have your child login and use the device regularly at home to access the Internet and for productivity (e.g. create documents or spreadsheets, check email, etc.).
- Take the device to a store, restaurant, or other location that offers free WiFi access. Have your child login to WiFi at multiple locations to become confident with the process of logging into WiFi.
- Ensure that your child knows your family's rules about:
 - Downloading free or paid apps or software onto the device. For example, is downloading apps allowed or not allowed, the amount of money the child is allowed to spend on apps. *Please note that if a teacher recommends a paid app or software, the teacher will NOT REQUIRE students to download paid apps or software onto their devices.*

- Sending text messages, if the device permits it. For example, is sending text messages allowed or not allowed, the child's text messaging limit. *Please note that if a teacher recommends an activity involving text messaging, the teacher will NOT REQUIRE students to send text messages.*
- Ensure that your child knows how to update apps, software, or the operating system on the device. **All updates should be performed from home, since Lake Orion Community Schools has limited Internet bandwidth.**
- Have your child charge the device's battery every night so that it will be ready for use every morning.
- Take appropriate precautions to keep the device safe at school:
 - Record your device's manufacturer, model, and serial number. Keep this information at home where you can find it later if you need it.
 - Clearly label all personal mobile devices, peripherals, and accessories (e.g. cables, headphones) with the student's first and last name.
 - Protect tablets and smartphones with durable cases to protect them from accidental drops or while being carried in a backpack.
 - Carry personal mobile devices in a cushioned bag or backpack designed for protecting them.
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Information in this guide was adapted from Georgetown ISD in Georgetown, TX.