

**St. Luke School's
Bring Your Own Device (BYOD) Program
2015-2016**

St. Luke School's faculty and staff have many goals in place to provide a safe learning environment for all students enrolled at St. Luke. Several of the goals recognize the need to facilitate what we know to be 21st Century skills. Teachers encourage students to bring their own device to school for educational purposes. By incorporating the use of personally owned devices, teachers plan to encourage collaboration on projects simultaneously, to foster digital citizenship, and to enhance the curriculum through technology opportunities. All classes, kindergarten through eighth grades, are participating in this program. Students do not have to bring their own device to school. All students will be given the opportunity to experience exciting and engaging lessons in all classes.

To support a Bring Your Own Device (BYOD) program at St. Luke, teachers will encourage students to bring privately owned wireless and/or portable devices to include laptops, e-readers, netbooks, iPads, tablets, iPod Touches, and Smart Phones (only middle school students are allowed to bring cell phones to school). The St. Luke School Technology Committee encourages the purchase and use of iOS devices. Students who do not plan to provide their own device will be able to use the school's equipment and/or students will work collaboratively with a few devices. All school owned devices are iPads/iPad Minis and computers. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

The use of privately owned devices on St. Luke's campus is not a necessity and should be considered a privilege. Students are expected to be responsible and thoughtful when using technology resources. When the use of personal or school devices are abused, privileges may be taken away and other consequences may apply. When respected, all will benefit from the experiences and opportunities provided by the program.

In order to be a participant in this program and /or use school devices, parents and students must sign and adhere to an Acceptable Use Policy. Our faculty and staff and administration are looking forward to the exciting, educational opportunities that BYOD will bring to our students. We appreciate the parents and students' support and understanding. Your suggestions and feedback will be welcomed and encouraged.

**St. Luke School's Acceptable Use Policy
2015-2016**

Expectations of St. Luke School's BYOD Program and use of school owned devices:

- Students will only use appropriate educational applications on all devices, personal or school owned. They may access only files or Internet sites which are relevant to the classroom instruction. Students are not allowed to call, text message, email, or electronically communicate with other students, parents, friends, and family during the school day through unapproved means of communication. An example of an approved web-based collaboration source is Google Docs and the communication will be a part of the classroom instruction and/or lesson assigned. Inappropriate communication or use of technology is unacceptable.
- Students may not use devices to record video, take photos, or post video and/or photos without the permission of a teacher or staff member of St. Luke School.

- Students must comply with a teacher’s request to shut down/turn off, silence, or close the screen of any device. Devices must be turned off when not being used instructionally. Students may only turn on and use devices on days and at times teachers specifically instruct them to and only in areas of the school building where permission has been granted. The use of devices is not allowed between 8:10 and 8:30 a.m. while getting ready for school to begin, in the locker room, the restrooms, or the hallway during class changes, or in the cafeteria during lunch, nor during dismissal between 3:10 and 3:30 p.m.
- Students must adhere to the Technology Code of Conduct, which can be found in the St. Luke School Parent/Student Handbook.
- Students take full responsibility for their personal technology device. St. Luke School will not be responsible for the loss of or damage to any personal device. Students are responsible for the care of their device, to include keeping it charged and ready for use, as well as making any repairs, replacements, or modifications needed to use the device at school. Charging at school will not be possible.
- Students will use the school’s secured wireless network. Use of 3G and 4G wireless connections is not allowed.
- St. Luke School reserves the right to collect and inspect a student’s personal device.
- Students understand that at the present, printing from personal devices will not be possible at school.

As a student, I understand the expectations and will abide by this policy. Any violation of the policy using a personal or school owned device may result in consequences to include the loss of BYOD privileges.

Name and signature of student	Date	Type of device(s) and serial number(s)

As a parent/guardian, I give consent for my child to bring his/her personal device to school for instructional use only. I understand that my child is responsible for the device and is expected to understand and to abide by the expectations of this policy. I understand that any violation of the policy may result in the loss of their BYOD privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my child’s device.

Parent/Guardian’s printed name and signature	Date