

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

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 21<sup>st</sup> 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 grade, 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.

**Will my child learn how to properly use technology for communication, for research, and for presenting information?**

Our goal is to promote and teach positive digital citizenship with all of our students, to include students who are not participating in the BOYD program. Digital citizenship is the practice of appropriate, responsible technology use. Lessons will be provided which will transfer to student use of technology anywhere. These lessons may include but will not be limited to practicing safe, legal and responsible use of technology in support of collaboration, learning, and productivity and demonstrate personal responsibility for lifelong learners. CyberSafety will be a key component of our emphasis on digital citizenship.

**What type of devices will my child be allowed to bring to school?**

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, netbooks, iPads, tablets, iPod Touches, e-readers, and Smart Phones (MS only). The SLS Technology Committee encourages the purchase and use of iOS devices.

**If I do not want my child to bring a personal device to school, will my child be able to participate in class activities?**

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. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

**As a parent, will I be expected to provide apps or additional software to my child's device?**

Some teachers may encourage the download of an app or software that would enhance the learning environment. The downloading of this application or software would not be required.

**Will my child receive help if he/she has technical issues with his/her device?**

Teachers will help students as much as they are able to do so. Teachers are not expected to know details about multiple devices. We ask that parents help their child become familiar with his/her device before bringing it to school. Help/guidance throughout the school year from parents at home with a child's personal device is encouraged. The teacher or Instructional Technology Support Specialist is not responsible for ensuring that any personal device is functioning properly. Since all school owned devices are iPads, we are more likely to be able to troubleshoot these devices.

**As a parent, am I required to add additional virus protection, filter, or tracking software to my child's device?**

Virus protection for laptops and netbooks is required. The school's secure wireless network will provide filtering. Device location software is not required but is recommended.

**Will my child be expected to leave his/her device at school each day?**

Each student will be asked to take his/her device to and from school daily. Devices should not be left at school. No device will be charged at school. Students need to prepare for instruction by charging their device at home in preparation for the following day the device will be used. Each teacher will have expectations for when to bring a personal device to school. They will inform their students through the use of Lion Keepers, agenda books, emails, and newsletters.

**How will my 5<sup>th</sup> grade or middle school student carry his/her device when changing classes?**

Students may keep their device in their pocket, in a purse, on top of their stack of books, or in a small, drawstring bag/backpack, recommended size of 14 inches by 18 inches or smaller. Laptop bags, netbook bags, and eReader bags are encouraged. It is strongly encouraged that each device has a protective case and/or cover. We recommend that students keep his/her earbuds with the device.

**How will my child be able to store the device during the school day?**

It is recommended that each student keep the device with him or her throughout the day. If that is not possible, the device can be stored in the child's locker or book bag. Each teacher may have a different procedure for storing personal devices. Please look for communication from your child's teacher once the school year begins.

**Will my child and/or I be expected to sign a document of participation?**

In order to be a participant in this program and to bring a personal device to school, parents and students must sign and adhere to an Acceptable Use Policy. This document is available on our website or at the school, and an understanding and signature is expected at the beginning of the school year or when a new device is brought to school. It consists of expectations, guidelines, and a place to sign agreeing to "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."

**Who is responsible for the care of my child's personal device?**

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. Some devices have a device locator; it is recommended that you enable this feature if possible. 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.

**Will my child's device be connected to the school's secured wireless network or will they have to use a device with a wireless connection, a data plan?**

Students will use the school's secured wireless network. Use of 3G and 4G wireless connections is not allowed.

**Will my child be allowed to use his/her device to communicate with other students or with me during the school day?**

Students will only use appropriate educational applications on their device. They may access only files or Internet sites that 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. St. Luke School has plenty of available phones and we all expect students to communicate with parents using a school phone.

**Will my child need a device with a camera?**

Students may not use their device to record video, take photos, or post video and/or photos without the permission of a teacher or staff member of St. Luke School. If photography and/or video is a part of instruction for a teacher, guidelines will be given and enforced. If a personal device does not have the ability to video nor take a photo, a school device will be provided for use.

**Will the sounds of all of these devices be disruptive to the learning environment?**

Students must comply with a teacher's request to shut down/turn off, silence, or close the screen of their device. Devices should be silenced at all times. Teachers encourage the use of earbuds when sound is a component to the enhancement of the lesson. At times sound will be encouraged. For example, if sound is used as part of the lesson, students may be expected to use a pair of earbuds.

**As a parent, am I expected to provide earbuds for my child's use?**

In order to avoid distraction and multiple sounds at one time, teachers prefer that their students have a pair of earbuds to help when viewing online instructional videos or when using apps that require sound. We encourage all students to have their own pair of earbuds placed in a personalized ziplock bag or container. This includes students using school devices. However, before purchasing, please ask your child's teacher or refer to the grade level supply list.

**When and where will my child be using his/her device?**

Students may only use their 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, the hallway during class changes, the cafeteria during lunch, nor in the hallway during dismissal between 3:10 and 3:30 p.m.

**How will a teacher or an administrator be able to tell if a device has been used inappropriately?**

St. Luke School staff reserves the right to collect and inspect a student's personal device.

**What consequences are in place for inappropriate use of devices?**

Students must adhere to the Technology Code of Conduct that is published in the St. Luke School Parent/Student Handbook.

**Will my child be able to print documents, photos, or researched information from his/her device?**

At the present, printing from personal devices will not be possible at school. Teachers will give specific instructions as to how and where to save and turn in assignments that have been completed using technology.

**I have an old iPhone and/or iPad that my family is not using and is not currently connected to a data plan. May my child use it as his/her device? How can I help the school with this item?**

Yes, students can use older models of iPhones and iPads as a device. The data plan can be deactivated; the device can be cleaned through a factory reset, and can connect to the school's secure wireless network. The older model can act as an iPod and is capable of downloading apps as well. These items will also be gladly accepted by St. Luke School as a tax-deductible donation and used as an addition to our school owned collection. If planning to donate a device, please donate the charger cable if possible.