BYOD Handbook

Table of Contents

Section 1: Student Expectations for Device Use

Getting Your Device Ready for School

Charging
- Bring your device to school every day.
- Charge your device each night so your device is fully charged and ready for use.
- Bring your power cord with you to school each day or have an extra power cord that you can leave at school.

Screensavers, Backgrounds, and other Device Personalization
- Personalize your devices in school appropriate ways.
- Device personalization (screensavers, backgrounds, skins, etc.) must not violate the Abbotsford School District Guidelines

Device Bag, Backpack, Sleeve
- Bring your device to school in a bag, backpack or sleeve.

Labeling
- Label your device and power cord with your first and last name.
- Attach something unique, like a luggage tag, to your device bag, backpack, or sleeve to prevent another student from taking it by mistake.

Anti-Virus Software for Computers
- Install virus-protection software that automatically downloads the latest updates on your computer. Keep this virus protection up to date.

Using your Device at School

Protecting/Storage
- Keep your device with you or locked in the classroom at all times.
- Be gentle with your device.

- You must keep your power cord neat and out of other people's way.
- Be careful when removing the power cord. Yanking it out of the device or the electrical outlet may cause damage.
- Do not wrap the cord tightly around itself where the ends can be pulled.
- You are the only person permitted to use your device.
- Keep your username and password private.
- Take your device home every day.
- Always carry your laptop with two hands and with the lid closed.
- Protect your device when moving between classes, or anywhere else.
- Do not place an excessive amount of additional objects (i.e., folders, textbooks) in your bag/sleeve with the device. Excessive objects can place too much pressure and/or weight on the device screen or hinges in the case of laptops.
- Be cautious about leaving the device unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, or stepped on.
- Clean the screen with a lint-free cloth. No liquids of any kind including water.
- Food or drink should not be placed near the device.

General Use at School

- You are expected to bring your device to school every day.
- Always save your files to two locations when possible.
- Troubleshooting device issues is your responsibility and should be done at appropriate times; however, if you need assistance ask for help.
- Mute your device sound at all times unless your teacher gives permission otherwise.
- When using your device at school you must abide by the Abbotsford School District guidelines.
- Shutdown your laptop when transporting it to and from school or if it is not being used for an hour or more

Expectations and Consequences

We recognize that digital devices are valuable resources for learning; however, we are also aware that students should be using devices at appropriate times, in appropriate places, and in appropriate ways. Thus, we are establishing the following expectations:

Expectations

- Devices are to be placed in your backpack, or secure storage, unless being used for learning activities.
- Digital devices are not to be used without teacher permission.
- Devices may only be used for learning activities during class time.
- At all times use of digital devices must adhere to school expectations.

Consequences

In keeping with the Code of Conduct, rising actions will determine the consequences for not following expectations with regard to the use of devices.

Should you not follow expectations you can expect:

- Your teacher to collect your device and turn it into the office.
- Device to be returned after meeting with an administrator in the office.
- Misuse of the Network or Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Section 2: Frequently Asked Questions

When can I use my device at school?
- During all classes when permitted or requested by the teacher
- At other times, if allowed, and following school rules.

Are there times when I am NOT allowed to use my device at school?
- When asked not to use it.
- During emergency procedures.

Can I print at school?
- The district is encouraging increased use of paperless options such as Google Apps for Education. Students cannot usually print at school from a personal device.

What happens to my device if it is left unsupervised?
- Any unsupervised device will be taken to the main office by staff members. There may be school consequences for leaving your device in an unsupervised location.

My device is not working. What should I do?
- You are responsible for troubleshooting your device problems.
- You should not allow your device issues to get in the way of your learning. You should ask your teacher for assistance promptly.
- Occasionally, the school's technology support teacher or district technology support person may be able to help, but you are not to expect immediate help.

What happens if my device is lost or damaged?

- You are responsible for your device at all times. If you give permission for someone else to use your device and it is damaged, you are still responsible.

I am involved in an after-school activity. What should I do with my device?
- Remember: You are responsible for your device at all times.
- Arrangements should be made with your parent or coach to keep your device safe.

Am I allowed to use my headphones at school?
- Yes. During class you may use your headphones with teacher permission.

Will I have a chance to charge my battery during the school day?
- Yes. When you are not using your device you will be placing it into a charging station and plugging into your power cord.

Can teachers and other school staff look at my device?
- Students and parents should be aware that permitted items of technology are subject to search by school officials if the school district has a reasonable suspicion that evidence of a violation of the student code of conduct is present on the technological device.

How is my device connected to the network?
- Technicians connect devices to school Wi-Fi and this access will be available throughout the school until the end of the year.

Section 3: Abbotsford School District Guidelines

Devices in schools provide access to a wide range of resources including software programs, library catalogues, the internet, and in some cases, email. Schools are committed to ensuring that their network systems are used appropriately to address educational goals and that all students are aware of their responsibilities for acceptable use of networks. Students are given direct instruction on the safe use of the internet and network communications and are supervised at all times while using technology in the classroom.

Do:
- Use school networks for educational and school-work related purposes.
- Follow copyright laws.
- Respect the privacy of others.
- Follow established guidelines for device use and etiquette.
- Report violations to teachers or supervisors or the school administration.
- Immediately leave an inappropriate internet site and tell the teacher or the school administration.
- Cite sources and attribute material to its proper owner when conducting research.

Do Not:
- Damage devices, computer systems, device networks, peripherals, or software – either mechanically or by using viruses.
- Access, damage or destroy the files of another user.
- Send offensive messages or pictures.
- Use language that may be offensive to others.
- Use the network to access or to distribute/store illegal, illicit or offensive material.
- Use someone else's work.

Possible Consequences of Unacceptable Student Use May Include
- Loss of network privileges.
- Disciplinary action through the school or District code of conduct.
- Financial liability for damaged equipment.