The Galloway School B.Y.O.D. (Bring Your Own Device)
Agreement Form and Protocol for Use of Personal Technology Devices on Campus
REVISED: 8-9-2013

PILOT YEAR-2013-2014
FULL IMPLEMENTATION AND INTEGRATION YEAR 2014-2015

We Are Ready!

> In order for our teachers to be fully prepared for our B.Y.O.D. deployment, we have set the following dates for bringing the devices to school:
> 3rd – 8th Grades – September 3rd
> PK3-2nd Grades – September 30th

Next Technology Committee Meeting: Tuesday, August 13th at 6:00 p.m.
More Parent Information will be forthcoming!

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. The future of Educational Technology is "Bring Your Own Device", (BYOD), and schools will more than likely move away from providing devices for students sooner than later. This next school year (2013-2014) will be a "Pilot Year" at The Galloway School for B.Y.O.D. This initiative is designed to enrich daily instruction as students and teachers use the latest technology applications and tools in a well managed 1-1 Computer Environment. For those who follow the latest technology news, it is very common to find an abundance of articles pertaining to "BYOD" or Bring-Your-Own Device. Due to the proliferation of mini-laptops and tablets in the market today, B.Y.O.D. has become popular in the business world and is now being enthusiastically received from schools across the country.

What The Galloway School has done to lay the groundwork for B.Y.O.D. and Digital 1-1 Instruction

✓ Installed a wireless infrastructure upgraded to wireless "N" with dual gigabit routers for staff and student networks with a Hyper-V Windows Server 2008 R2 Standard

✓ Installed an A+ Sonic Firewall (Industry Standard) configured to block inappropriate sites or unauthorized web browsing using 3G peripherals.

✓ Entered into contract with Comcast Cable to provide ample Bandwidth to support increased usage

✓ Contracted with Teacher Ease, a Student Management System with built in grade book, report cards, curriculum management, attendance, scheduling, calendars, and 1-1 Digital Management for virtual teaching and learning.

✓ Designed a web-based curriculum management system with digitally enhanced lesson plans and increased rigor using the "Teacher Ease" System to provide seamless curriculum development and ease of transition to more digital learning initiatives between school and home. Go to www.teacherease.com for learn about the new student database, curriculum management, and parent portals coming next year!

✓ Organized a school Technology Committee comprised of teachers, parents, and school staff that meets monthly to discuss issues, plan strategies for improvements, and monitor campus technology initiatives and progress.

✓ Developed a 1ˢᵗ Draft Acceptable Use Policy that went home in student report cards. **This revised Acceptable Use Policy takes the place of the previous draft sent home in report cards for your initial review. This copy is the official copy to be signed and return on or before the first day of school.**

As you can see... We Are Ready!

> **Device Requirements for Full Implementation Year: 2014-2015**
> ✓ **PK3-K – Ipads will be the required device**
> ✓ **1-8 – Tablet or PC**

Definition of "Device"
For purposes of B.Y.O.D. (Bring Your Own Device), "Device" means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless Internet access, visual enhancements of lesson content, graphing and organizing complex mathematics and science content, instantaneous research, and the development of ideas through timelines, outlines, and presentation software.

While many of our students already own laptops and computing devices, some parents have contacted us to ask, "If I wanted to purchase a laptop or other device for my child, what would you recommend?" Because family and individual student needs differ, this can be a complex question to answer. However, there are some general specifications that can be considered by everyone, so we have created this document to give you some guidance.

PILOT YEAR (2013-2014) Device Requirements for PreK-3 through Kindergarten
✓ Internet Connectivity
✓ Virus Protection (Parent Choice) *See: Additional Security Information below*

FULL IMPLEMENTATION AND INTEGRATION YEAR (2014-2015)
✓ Requirements for PreK-3 through Kindergarten
✓ **iPad version that is still supported**

NOTE: As you can see, during the PILOT YEAR we are accepting devices other than IPads that have internet connection functionality. However, the following school year we will be requiring all students in PreK-3 through Kindergarten to have their own IPads. No other mobile devices will be allowed in grades PreK-3 through Kindergarten after this year. Therefore, for parents who are planning to buy a mobile device for their child in these grades, you would want to go ahead and purchase an IPad that will be required the following year.

PILOT YEAR (2013-2014) Device Requirements for Grades 1-8
✓ Internet Connectivity
✓ Word Processing Capabilities
✓ Presentation Tool (Power Point or Keynote)
✓ Spreadsheet
✓ Virus Protection (Parent Choice) *See: Additional Security Information below*

FULL YEAR IMPLEMENTATION AND INTEGRATION YEAR (2014-2015) Device Requirements for Grades (1 -8)
✓ Internet Connectivity
✓ Word Processing Capabilities
✓ Presentation Software (Power Point)
✓ Spreadsheet (Excel)
✓ Virus Protection (Parent choice) *See: Additional Security Information below*

TABLETS OR LAPTOPS

NOTE: As you can see, during the PILOT YEAR only (2013-2014), we are accepting devices other than tablets and laptops that have internet connection functionality. However, the following school year we will be requiring all students in grades 1-8 will be required to have a Windows Based device (Preferably Tablets) Therefore, for parents who are planning to buy a new mobile device for their child in these grades, you should shop for PC tablets or laptops.

Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters **_are not_** permitted to be used to access outside internet sources **_at any time_**. While the school's wireless and internet connection contains security precautions, students are not allowed to circumvent these restrictions by using cellular networks, setting up hotspots, or any other workarounds. While a secure working environment has been created, workarounds could be found to circumvent it., even beyond cellular network access. Parents acknowledge that neither the teacher nor the school will be responsible for students visiting and/or sharing unauthorized sites. Any student knowingly doing so will be in violation of previously stated policies.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Galloway School, nor its staff or employees, will not be held liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Any student who causes damages to another student's device will be liable for the replacement or repair of the student's device. _All personal devices and chargers must be clearly and securely labeled with the student's name and housed inside of a durable protective cover._

The Galloway School B.Y.O.D. Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the _right_ to use his or her laptop, tablet, or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety. Additionally, technology:

- ✓ Must be in silent mode while on school campus.
- ✓ May not be used to cheat on assignments or tests.
- ✓ May only be used to access files on computer or internet sites which are relevant to the classroom curriculum.
- ✓ Games are not permitted unless teacher directed as part of a lesson.

Students acknowledge that:

- ✓ The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- ✓ Bringing unauthorized personal devices on premises or intentionally infecting the network with a Virus, Trojan, malware, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Student Acceptable Use Policy.
- ✓ Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Student Acceptable Use Policy.
- ✓ The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- ✓ Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Power outlets o will be available on a limited basis and is at the discretion of the classroom teacher.

THE GALLOWAY SCHOOL B.Y.O.D SCHEDULE BY GRADE LEVELS

Preschool	Tuesday and Thursday
Kindergarten	Monday, Wednesday, and Friday
1st and 2nd	Monday -Friday
3rd – 8th	Monday -Friday

The recommended days listed above represent our proposed schedule for B.Y.O.D. days during our PILOT YEAR. On these B.Y.O.D. days, parents of lower school students are agreeing to pack and send their child's mobile device in a protective cover on above designated days. Parents are also agreeing to make sure all mobile devices are fully charged for each B.Y.O.D. day.

Students in grades 3-8 should be responsible for charging and packing and securing their devices. Please remember that the school will not be responsible for student devices.

Teachers will send home additional guidelines and B.Y.O.D. expectations as prior to "Kick Off Week" which will be the 2nd week of school. We will forward additional B.Y.O.D. updates throughout the school year.

If you should have questions regarding this information, please contact:

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