



B.Y. O. T.

(Bring Your Own Technology)

Students, Teachers and Parent Guide



PURPOSE

Hephatha is committed to moving students and staff forward in a 21st Century learning environment. As part of this plan, Hephatha has a program that allows our middle school students to access our wireless network using their own technology tools (Netbook, Tablet, iPads, Chromebooks) during the learning day. With Faculty approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity tools that may be currently loaded on the device (Microsoft Word, Power Point etc.).

PLAN

Students (7-8) may begin bringing their own technology tools to school. Students and parents will be required to accept the following terms of use:

Hephatha is providing wireless connectivity as a student/guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of Hephatha's wireless network is entirely at the risk of the user, and Hephatha is not responsible for any loss of information that may arise from the use of wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of Hephatha's network are bound by the schools "Acceptable Use Policy" for technology usage. By using the network users are agreeing to all of the above cautions and policies as they pertain to each individual's technology tool.

ACCEPTABLE USE OF TECHNOLOGY

Technology is defined as all equipment, support sources (i.e. Internet), and activities that will enhance students' learning by:

- Providing a wealth of additional resources for reference, research, and presentation.
- Consulting with experts in a variety of fields.
- Communicating with other students and individuals in content study areas, learning to conduct searches, evaluate resources, and locate relevant materials.

Hephatha Lutheran School (HLS) understands that portable electronic computing devices include all tools that can be used to expand its students' learning opportunities. Portable computing opens limitless possibilities; users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. Use of the HLS network and its related computer facilities is a privilege afforded to members of the school community. Therefore, the school provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by the faculty and/or the administration when appropriate. Students who use any electronic device in an inappropriate or unauthorized manner will have their devices confiscated, submitted to the Administration Office, and may be subject to search. Should a student use technology in any manner inconsistent with the values of HLS and outlined policies, he/she will be subject to disciplinary consequences as determined by the school administration.

GENERAL ELECTRONICS USE

Communication

During class time or other organized daily school events, students may not use any collaboration program (email, text messaging, chat, etc.) to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so.

Network Access

Students may not access information on any of Hephatha Lutheran School's non-public servers without permission from the administration, nor may they use any other students' electronic device without permission from that student. No student may alter school information or portray him or herself as another person over the Internet. At no time is it acceptable for a student to use a teacher's electronic device for any use other than expressly directed by the teacher. In addition, students may not monitor network activity or attempt to damage the network. Students agree to **not** use video streaming or music websites without permission due to the possibility of overloading the school's internet connection and slowing the campus network speed.

Downloading

Students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything contrary to the values, beliefs, and practices of Hephatha Lutheran School.

This rule prohibits sending files through e-mail or other means of communication, as well as setting up servers on student owned devices or by any other physical or electronic means. Also, students may not download copyrighted content or non-shareware/freeware/open source programs. The use of virus programs or other intentionally harmful programs is strictly prohibited and will be dealt with seriously.

Other Individuals' and School Owned Electronics

No student may use another persons' electronics or property of HLS to distribute any means of communication, impersonate, or perform any other activity that would be deemed inappropriate according to the policies outlined in the Handbook. Students may not alter the configuration of any school-owned electronic device or of devices owned by other students.

Safety & Disclosing Information

The owners of a website can obtain information submitted by a user. Students should not distribute information such as their home phone number, address, or other sensitive information to any online entity. Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose the personal information of another student or faculty member without adult consent.

Any recording device, including but not limited to video and digital cameras, or other electronic devices with the ability to take videos or still pictures, may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, or administrator, on or off the campus at any time.

Students who access and submit content online should act responsibly and show respect for the rights and feelings of others. Gossip, insults, libelous, demeaning, derogatory, obscene, threatening, or harassing content, submissions, or comments about others, especially students, faculty, staff, and the school, are strictly prohibited.

See Harassment Policy in the Family Handbook.

Etiquette

As a rule, one should never say something through electronic means of communication that he/she would not say in person. In addition, personal or highly charged exchanges are best handled in person. Generally, any mode of communication used on an electronic device should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail or electronic correspondence of any kind is prohibited. Remember that when a student engages in modes of electronic communication, he or she is acting as an ambassador of Hephatha Lutheran School. Correspondence should be courteous and appropriate.

Tech tools must be on silent mode during school hours. Students will access only files, programs and internet websites which are relevant to the classroom curriculum and with teacher direction. Students will comply when teacher's request that Tech tools are shut-down or the screen closed. Technology may not be used to assist in completing assignments or tests unless directed to by a Teacher or for non-instructional purposes.

Maintaining Your Electronics

All students are expected to maintain their electronics so that they can adequately participate in classroom assignments. This could include, but is not limited to: keeping enough space on the hard drive, keeping software up-to-date and in running order, organizing files and folders in a way that is easily accessible, keeping wireless devices charged, etc.

Communication

Users should not send out modes of mass communication such as email, text messages, advertisements, or any other message that includes many different recipients. The use of the school network or Internet for personal gain, profit, commercial advertising, or political lobbying is prohibited. The Administration office must approve all electronic content that is being sent to the entire school or an entire class in advance.

Security

Students are responsible for their electronics. It is wise to keep them in locked or in the students' monitored possession at all times. Students are responsible for the safe keeping of all associated electronic device passwords and personal login information for school provided services. To ensure the safety and privacy of all members, students should not share this information with others.

Disclaimer

Hephatha Lutheran School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The individual operating the electronic device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The individual operating the electronic device accepts personal responsibility for actions on the Internet and on the school network.

Vandalism

All claims of vandalism, whether it be personal or school property, will be handled by the Administration according to the policies outlined in the Family/BYOT Handbook.

Privacy

There can be no expectation of privacy in school-provided services.

Privileges

The Use of Technology at Hephatha Lutheran School is a privilege, not a right. The use of the Internet and other associated network access is a privilege and inappropriate use will result in the cancellation of those privileges. The faculty and administration has the right to examine any device that is suspected of causing problems or was the source of an attack or virus infection. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may deny access at any time as required and deemed appropriate.

Use of Hephatha Lutheran School technology resources must be in support of curriculum and research and consistent with the purposes, Mission Statement, and values of Hephatha Lutheran School. Should a student act in any manner with the values of Hephatha Lutheran School as outlined in the Family Handbook, then the student will enter the cycle of discipline as described in the same Family Handbook.

Consequences of Violations

If the student violates any of these provisions HLS reserves the right to take any steps deemed necessary and appropriate to correct or eliminate such behavior. These steps included but are not limited to the actions listed below, with the level of entry decided by school administration. The consequences included warning or counseling, limiting independent access to the system, probation for a period of time, parent contact, suspension/revocation of network access, detention, school suspension and/or school expulsion.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and /or computer privileges as well as other disciplinary action.

Student signature: _____ Date: _____

Parent Signature: _____ Date: _____

FREQUENTLY ASKED QUESTIONS FOR STUDENTS:

How do I connect to the Internet?

Students will receive login information from their classroom teacher.

If I have trouble connecting to the network where can I go for help?

Step 1)

- Read your tech tool manual. Check the settings menu of your device, there is usually an icon for a network, go to this icon and choose the HLS network from the list or prompt your computer to look for wireless networks in range.

Step 2)

- Resources may be available to help you connect to the HLS network Network however; you will need to consult with the school classroom teacher/media-tech specialist for these resources. It is not the responsibility of your teachers or other HLS staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

I brought my tech tool to school to use in the classroom, but my teacher said I couldn't use it in his/her classroom. Can I still use it?

The classroom teacher in the classroom is the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

Why can't my sibling bring his/her tech tool to school?

At this time we are only implementing tech tool programs in 4th -6th Chromebooks and B.Y.O.T. in 7th & 8th grades.

FREQUENTLY ASKED QUESTIONS FOR PARENTS:

My student is bringing his tech tool to school for instructional purposes. Will it work for all of his/her assignments?

Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations; for example the iPad can not run Flash Player.

As a parent, am I required to add additional software virus protection, filter, tracking device, etc. to my student's technology tool?

Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required. Parents may install a product called *Absolute Software* on the device to track the location in case of theft. While on the HLS network, students will be monitored through the school's filter.

I have read the terms of service and I do not wish to have my student accessing the Internet using his/her own tech tool. I would like to allow him/her to continue using her tech tool for productivity, but not the Internet. Is this allowable?

Your student may choose not to accept the terms of use, however, the rules outlined in the *HLS Family Handbook and Technology Agreement* still apply for technology use of any kind (internet or other). Also, it is not the responsibility of HLS staff ensure that the students has not accessed the Web on his/her own technology device.

If my student's technology tool is stolen or damaged, what options do I have? What recourse can I take?

Hephatha Lutheran Church and School, as well as the faculty or staff is not responsible for any theft, loss or damage of student owned equipment. Damage or theft is the responsibility of the owner. Installing tracking software can help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. HLS recommends that families consider insuring the student's technology device. Theft or vandalism of any kind should be reported immediately to the Administration, so they can take the appropriate steps.

What are the classroom rules for using the student technology tools?

Teachers make the final decision for when and if tech tools will be allowed in the classroom. It will be up to the individual teachers to communicate their expectations to parents and students. Hephatha's technology policies will apply to all campus and classroom use.

Where can I see the Acceptable Use Policy for Technology?

*The Acceptable use Policy can be found on the Hephatha Lutheran Church and School website: **www.hephatha.net***