BYOT

Bring **Y**our **O**wn **T**echnology

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Richmond County School System Vision and Mission Statement

and the Use of Technology

Learning today and Leading tomorrow….indicates that the students of Richmond County require a world class education that includes the use of technology to prepare them for the future. The mission statement of the school system is to educate students to become lifelong learners and productive citizens. In today's society, the use of technology and good information literacy skills are an integral part of day-to-day life in the work force. The Richmond County School System believes that to accomplish this mission, students must utilize technology and be provided with a variety of learning opportunities and experiences.

The Richmond County School System is dedicated to providing equitable access to technological resources including software and hardware. A procedure is in place to centralize many server based systems giving all schools access to a number of educational tools.   Gaps in each school's hardware inventory have been identified and great strides have been made in making sure that all schools have the same student to modern computer ratio. In addition to the existing wired infrastructure in each building, RCSS has developed a plan to ensure that all schools have a wireless infrastructure which will allow for students to engage in a more personalized learning environment with the use of mobile devices.

Our vision for the future includes permitting students who own technological devices to be able to use them in the classroom for learning and to provide those who do not have such technology with equitable devices. The CCRPI (College and Career Readiness Performance Index) supports the use of technology not only because schools can earn points for being STEM (Science, Technology, Engineering, and Mathematics) focused, but also for the number of 8th grade students scoring proficient or advanced on the 21st Century Skills Technology Assessment.

By providing our students with opportunities and increasing information and technology literacy, the Richmond County School System's students will be learning today and leading tomorrow.

Richmond County School System BYOT Plan

The Richmond County School System is dedicated to preparing all students to maximize learning by using technology. Technology initiatives take much thought and preparation. Included below are steps that have been taken and future ideas:

1. New web filter put into place
2. Georgia State Legislature approval for local systems to allow BYOT without going to the Georgia Department of Education for a waiver
3. Revision and updating of RCSS Acceptable Use Policy
4. Tests of the Internet filter with iPads, iPods, and netbooks
5. Revision of RCSS Technology Plan
6. Discussions with other counties in Georgia about BYOT initiatives
7. Conference and workshop attendance about BYOT
8. Visits to districts using 1-to-1 or BYOT
9. Discussions with schools about BYOT
10. Wireless initiative at Hephzibah High School
11. Survey of selected teachers about technology usage and BYOT
12. Sent out a revised survey to all teachers about technology usage and BYOT
13. Administrator survey about BYOT
14. Parent survey about BYOT
15. Student survey about BYOT
16. Wireless plan for Technical Career Magnet and A.D. Hains
17. Edmodo platform tested
18. District Google domain requested
19. Wireless management discussions
20. Mobile Device management discussions
21. Wireless plan for the entire school system
22. RCSS Technology Agreement for Bringing Personal Technology revised
23. RCSS BYOT packet created to include RCSS Acceptable Use Policy, Technology Agreement, Parent Information Letter, Alignment to Mission and Vision, BYOT Plan, Frequently Asked Questions, and Responsiblity
24. Address the Richmond County Board of Education and present RCSS BYOT packet
25. Get Board approval to move forward with BYOT
26. Get buy-in from Administration at selected schools with wireless
27. Begin voluntary BYOT with Hephzibah High School, Technical Career Magnet, and Hains during 2013-14 school year
28. Schedule meetings for follow-up, lessons learned, and future plans
29. As wireless is added in other schools, allow voluntary BYOT pending school administration's approval

FREQUENTLY ASKED QUESTIONS – STUDENTS

What is BYOT?

BYOT is an acronym for Bring Your Own Technology. This is a program that allows students to use their own technology during the school day to enhance learning in conjunction with the curriculum and the teacher's plans.

What do I have to do before I can bring my own technology to school?

Students and parents have to read the Richmond County BYOT packet and fill out the Technology Agreement Form as well as the technology description form.   Once you have received approval from the school, you may bring your own technology.

Once it is approved, can I use my technology at any time?

Students will only be able to use their technology with teacher approval. The teacher will ultimately decide if the technology will be appropriate to use with the curriculum. The use of technology outside of the classroom will not be permitted.

What if I do not have my own technology to bring to school?

RCSS will provide technology whenever possible. You will not be penalized for not having your own technology.

Why is my own device filtered?

All public school networks must comply with the rules of the Children's Internet Protection Act (CIPA). The Richmond County School System network is filtered for all users.

I have my own Internet service provider; may I use it instead of the school's wireless network?

No – all technology must use the wireless network provided by RCSS. Students using any other network or who try to bypass the RCSS wireless network will have BYOT privileges revoked.

What if my technology is lost, stolen or damaged?

Report it immediately to the school's administration. The Richmond County School System is not responsible for privately owned technology.

Will I be able to print?

No – the RCSS will not allow for printing from personal devices.

What if something is wrong with my technology?

Unfortunately, your teacher or the RCSS IT staff will not be able to troubleshoot personal devices.

What about charging my technology?

Students are responsible for bringing fully charged technology to school.

What happens if another student is bullying me using technology?

Report it immediately to your school's administrator.

Can I use video recording or the camera?
Only with teacher-directed instruction. At no time should you record others without their knowledge or consent.
How can I make sure that my technology is secure?
It is your responsibility to secure your technology. You may keep it with you at all times or lock it in a locker. The Richmond County School System is not responsible for lost, stolen, or damaged personal technology.
How can I access the wireless network?
Most devices will detect a wireless connection. You should choose the RCSS-Guest network. The password for this network will be obtained when you turn in your forms. Remember when you log into this network, you are accepting the RCSS Internet Acceptable Use Policy.
What if I cannot access the wireless network?
A very general troubleshooting guide will be available in the Media Center. Also check your technology's user guide.

FREQUENTLY ASKED QUESTIONS – PARENTS

Am I required to purchase a device for my student?

The BYOT program is voluntary and class activities are designed so that a device will be provided for students who do not bring their own. Students will NOT be penalized for not having a device.

What if I do not want my student to participate in the program?

Please just indicate that you would not want your child to participate on the RCSS Technology Agreement form. Your student will be able to partner with another student or will be able to use school provided equipment.

How will this affect my data plan?

Students will only be able to use the RCSS wireless network. They will not be allowed to use any data plan. The RCSS wireless network is a free and filtered network for the students, faculty and staff of Richmond County schools.

Will I have to purchase special software for my student's technology?

The Richmond County School System is not requiring any specialized software, but all devices should have antivirus (if applicable). There are free antivirus programs available. All devices will be filtered through the Richmond County School System's filtering software.

What if my student's technology is stolen or damaged?

The Richmond County School System is not responsible for any student owned equipment. Theft or vandalism should be reported to school administrators immediately.

How is the school teaching the students about Internet safety?

All schools have a plan for teaching digital citizenship. The Media Specialist in each school coordinates this effort. This is an ongoing effort to instruct students about keeping information private, handling cyberbullying, and communicating in an appropriate manner.

What measures are in place to filter the Internet?

The Richmond County School System has an Internet filter that blocks inappropriate websites. A process is in place to instantly block sites that make it through the filter. Students and parents must agree to the Internet Acceptable Use policy which states that the Internet should only be used for instructional purposes. Students will only be allowed to use the RCSS wireless network and not their own provider's network while at school. Students who try to bypass the RCSS network will lose BYOT privileges.

What if my student has technical issues with the technology?

The Richmond County School System will not be able to support technical issues.

FREQUENTLY ASKED QUESTIONS – FACULTY/STAFF

Does BYOT include Faculty and Staff?

Yes. RCSS employees may use the wireless network for instructional purposes.

What if I don't feel comfortable with students bringing their own technology?

BYOT is voluntary and is completely at the teacher's discretion. Students must put their devices away if the teacher does not want them to be used during his/her class.

How will I make provisions for students who don't have their own technology?

Depending on the assignment, the teacher can use grouping, computer labs, or checkout equipment for use in the classroom. No student will be penalized for not having technology.

What if I suspect a student of inappropriate technology use?

You can ask the student to hand over the technology for inspection. If the student refuses, notify the administration. Technology issues should be treated like any other code of conduct infraction.

Will I be expected to help my students when they have technical issues?

No, students are responsible for their own technology. If the technology is owned by RCSS, a work order must be submitted by the Media Specialist.

Will the students be able to print using their technology?

No, personal devices are not able to print using the network.

How will I know if a student has permission to bring his/her own technology?

Students with BYOT privileges will be coded in Infinite Campus to allow the teacher to quickly pull up class rosters to check student eligibility.

Internet Acceptable Use Policy

It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted guidelines regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner.

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Each school principal or site administrator in conjunction with the media/technology committee shall be responsible for communication and monitoring of the Richmond County Acceptable Use Policy.

Guidelines:

This Acceptable Use Policy applies to all students, faculty, staff, employees and visitors (both adults and minors). All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

Availability of Access:

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

Security:

It shall be the policy of the Richmond County Board of Education that users maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a capital letter. At no time should any user login with another user's information.

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children's Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school's Media Specialist or to the Media

and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

Internet Safety:

It shall be the responsibility of all educators of the Richmond County Schools, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. A series of Internet Safety courses will be taught to all students in the Richmond County School System to provide education on appropriate online behavior, including interacting with other individauls on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response.

CIPA DEFINITION OF TERMS:

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
   a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
   b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minor: Under Federal law, the term "minor" is defined as "an individual who has not attained the age of 17 years" (pursuant to 47 U.S.C. § 254(h)) and "any person under the age of eighteen years" (pursuant to 18 U.S.C. § 2256). For purposes of this policy, however, the term "minor" shall apply to any student properly attending a school within the Richmond County School System.

Sexual Act; Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in 18 U.S.C.§ 2246.

USER PROHIBITIONS:

Users should NOT:

A. Post, publish, send or create materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law. Use the network for financial gain, advertising or commercial activity
B. Transmit any material in violation of any United States or State regulation
C. Post anonymous or forge electronic mail messages or alter, delete or copy another user's email
D. Use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws

E. Download, install, or play any unauthorized program or content (even that created at home) on any school's computer or network
F. Purposely bring any hardware on the premises or load any software that is designed to damage, alter, destroy or provide access to unauthorized data
G. Attempt to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration
H. Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person
I. Send spam through email
J. Use the network while access privileges have been suspended
K. Bypass or attempt to circumvent network security, virus protection, network filtering, or policies

Employee Responsibilities:

- Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.
- When leaving a computer, always log off so to prevent unauthorized access to files or email.
- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff.
- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
- Employees may not download any unauthorized software onto Richmond County School System computers.
- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with internet access are being used.

Student Responsibilities:

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology, including, but not limited to,Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Students must follow teacher directions for Internet related assignments.
- Students must heed prohibitions and Internet Safety rules.
- Students should participate in any and all training as instructed by school personnel.
- Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline.
- Students should take precautions when using the network. Internet safety is a great concern of the Richmond County Board of Education.

For Internet Safety, Students Should:

- Never provide last name, address, telephone number, or school name online.
- Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.
- Never send a photo of themselves or anyone else.
- Never arrange a face-to-face meeting with someone they met online.
- Never open attachments or files from unknown senders.
- Always report any inappropriate sites observed.

Usage of Web-Enabled Devices and/or Personal Computers

The use of web-enabled devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the web-enabled devices checked out by the school. All guidelines in the Richmond County Board of Education Acceptable Use Policy continue to apply when a student brings a personal laptop computer or other web-enabled device for use on campus.

Failure to follow the Acceptable Use Policy violates the requirements as set forth by the Official Code of Georgia and the Children's Internet Protection Act (CIPA).

RCSS Technology Agreement for Bringing Personal Technology

The Richmond County School System's mission is to educate students to become lifelong learners and productive citizens. In our world today, technology is an integral part of both work and home environments. Because the Richmond County School System wants students to have opportunities to learn using technology, we are permitting teachers and students to bring personal technology to school to use for instructional purposes only.

Definition of Technology – Technology covers hand-held and other mobile equipment such as tablets, netbooks, notebooks, or other systems that can be used for word processing, Internet access, recording audio or video, and that may serve other purposes as deemed appropriate for a subject area by the teacher.

Responsibility – The owner of the personal technology is responsible for the safe-keeping, storage, updating, charging and usage of the device. The Richmond County School System is not liable for theft, loss, or damage.

Internet Access – All users must follow the Richmond County Internet Acceptable Use Policy. Devices with other connectivity besides wireless (such as 3G or 4G) may only access the wireless network provided by RCSS.

Conditions – All users bringing personal technology must agree to the following conditions:

- All users must follow the Richmond County Internet Acceptable Use Policy.
- All RCSS Code of Student Conduct and Discipline rules apply to personal technology use.
- The user takes full responsibility for his or her personal technology. This includes making sure the technology is charged and is in good operating condition.
- The technology must be used for instructional purposes only.
- If antivirus can be loaded on the device, it should be updated and in working order.
- Only the RCSS wireless network may be accessed. No other Internet gateway is permissible.
- There will be no attempt to bypass the network filter or network security.
- There will be no unauthorized recording of audio, pictures, or video.
- The school system has the right to collect and examine any device that is suspected of causing problems on the network.
- RCSS will not provide print services for personal devices.
- The teacher is in charge of his/her classroom and can request at any time for personal technology to be put away or shut down.
- The device will be surrendered for examination at any time upon request.
- The use of personal technology is a privilege and not a right and can be revoked for misconduct.

I have read and understand this agreement as well as the Richmond County Acceptable Use Policy. I will abide by this agreement and understand that the privilege of bringing technology will be revoked and disciplinary actions may occur if I violate this agreement.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

BYOT Description Form

Student Name_____

Teacher Name _____

Please list the technology that you are planning to bring to school. This form will stay on file at the school. Please make sure that you have a copy for home or that you record the serial number of the device in case of loss or theft. The Richmond County School System is not responsible for personal technology. Devices should be personalized to reflect ownership by using an engraver, permanent marker, paint pen, etc.

Type of Device (laptop, eReader, iPad, tablet, etc.) _____

Serial Number of Device _____

Any special identifying features of the device (color, stickers, etc.) _____

_____

Parent Name _____

Phone Number _____

Parent Signature _____

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