

TMSS Bring Your Own Device (BYOD) Policy

I. Rationale:

TMSS believes that, when necessary, students need access to digital tools to support their learning. As a result, students at TMSS “may” have access to any smart device, tablet, or laptop (devices) in their classes when educational circumstances necessitate their use.

II. Goals:

- *To teach/encourage students how to be responsible and respectful digital citizens when using technology.*
- *To teach students that digital citizenship involves recognition of when it is and not appropriate to have access to technology.*
- *To teach students how technology can be used to enhance learning.*

III. Guidelines:

- a. TMSS students are responsible for the security of their devices at all times. The school will not be responsible for lost or stolen devices. The school will investigate any such matters, but responsibility begins and ends with the student.
- b. TMSS students are to leave devices in their lockers, vehicles or at home during classroom hours.
 - i. *Students can have access to their devices before school, at breaks, and noon hour.*
 - ii. *In instances where devices are brought into the classroom when not required, devices will be relinquished to the classroom teacher until the end of class.*
- c. TMSS students are permitted to have access to their devices during classroom hours where teachers have proactively informed them that they will be needed for educational purposes:
- d. TMSS students without a device will have access to laptops provided by the school when possible.
- e. Where TMSS students are asked to bring their device to class they will do so under the following conditions:
 - The student must be willing to show their screen to the teacher at any time.
 - The student must have their device on their desk/table in front of them as opposed to hiding it under their desk/table.

- The student must use the device for the assigned educational task only:
 - Texting or instant messaging is prohibited.
 - Social Networking sites are not permitted
 - Recording videos, images, or voice recordings are not allowed without permission.

IV. Inappropriate Use:

- a. 1st Misuse - Depending on student response a simple reminder conversation of the policy may occur.
- b. 2nd misuse/poor response from 1st offense:

The device will be given up to the teacher with a discussion around why the behaviour was inappropriate and kept until the end of class when the teacher returns it to the student. Teacher will contact home and enter the incident into CLEVR.

 - NOTE: Student opposition to surrendering their device to the classroom teacher will result in automatic office referral for opposition to authority.
- c. Chronic misuse: The device will be brought to the office and kept until the end of the day. Teacher will contact home and enter the incident into CLEVR.

V. NESD Acceptable Use Policy – November 2011:

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, new media literacy, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This acceptable use policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

- a. How the NESD Uses Technology

The technology program within the North East School Division (NESD) develops the new media literacy skills our students require to contribute in a connected world. We use technology to facilitate creativity and innovation, support communication and collaboration as well as extend research and information fluency. Students will develop a sound understanding of technology operations and concepts. Technology can be transformative and students are encouraged to use technology to extend learning.
- b. Digital Citizenship

NESD uses information and technology in safe, legal and responsible ways. It is important that we educate our students accordingly. We support the following conditions or facets of being a digital citizen.

- Respect Yourself. I will select online names that are appropriate and be conscious of the information and images that I view and post online.
- Protect Yourself. I will not publish or share my personal details, contact information or a schedule of my activities.
- Respect Others. I will not use technologies to bully or tease others.
- Protect Others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.
- Protect Intellectual Property. I will accept and adhere to copyright laws.
- Respect Intellectual Property. I will suitably cite any and all use of websites, books, images and media, etc.

c. Student Personal Electronic Devices

NESD recognizes that students are bringing their own personal electronic devices to school. Such devices include digital cameras, smart phones, tablets etc. Each school in our division has its own guidelines regarding the use of these devices in the school and classroom. NESD provides the

following conditions if the devices are to be used in the schools.

- student-owned devices in class may only be used with teacher's expressed permission.
- students may record audio, video and take photos at school with permission from a staff member and those being recorded. School administration may search devices if it is suspected that school rules have been violated.
- if students are accessing wireless mobile services (e.g. 3G), they are under the same usage guidelines and expectations as in the NESD AUP. The following includes examples, but is not limited to, inappropriate uses of personal electronic devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use material or text messages to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

d. Communication Supported Student Learning

The spirit of education is one of sharing. Web and social media tools (e.g. blogs, Facebook, Twitter) are used to share and connect learners locally and globally. The North East School division subscribes to services such as Google Apps for Education and Voicethread which allow us to control sharing features. We also use various teacher moderated tools where students collaborate online with teacher supervision. These services are to be used for school use only. Some Web 2.0 applications require parent

approval for use by students. In this case, a permission form from the school may be sent out to parents to sign.